



WOTE TECHNICAL

STUDENTS COUNCIL

(WOTSCO)

CONSTITUTION

REVISION 2

DRAFT

JULY 2015

ARTICLE 1 TITLE

The students' body constituted by these articles shall be known as the "WOTE TECHNICAL STUDENTS COUNCIL" hereinafter referred to as **WOTSCO**.

ARTICLE 2 STATUSES

The Council shall be run as an internal, non political and non sectarian organization, serving the students of Wote Technical Training College and shall collaborate and cooperate with both the students and administration.

ARTICLE 3. AIMS AND OBJECTIVES

1. Encourage the maintenance of a conducive atmosphere for the attainment of academic excellence.
2. Unite students of all classes and courses in Wote Technical Training College
3. Provide means of cooperation among the students.
4. Secure representation of students to the administration.
5. Encourage the principles of harmonious relations between the students and the entire staff.
6. Assist in settling disputes amongst the students.
7. Offer advice and general assistance to individual students.
8. Establish and maintain funds by means of member's fees, voluntary contributions, donations and any other student's activities.
9. Cooperate with other student bodies, where such cooperation is in the best interest of the College community.
10. Establish cooperation with student organizations in Sister Colleges.

ARTICLE 4. MEMBERSHIP

1. Membership of WOTSCO shall be automatic for every student upon admission to the College.
2. Membership fee shall be paid on term basis of **Kshs 200** which is subject to review from time to time.
3. Membership fee so paid shall qualify the student for membership until the student obtains clearance from the College.
4. The students shall be bound by the Constitution and any resolutions and decisions of the Students Council.
5. Membership fee shall be paid through the College Accounts Office.
6. Under no circumstance shall any membership fee or any other donations properly paid be refunded.

1. Rights of members

- a. Each member is entitled to a free copy of the Colleges rules and regulations upon admission
- b. Each member is entitled to active participation in the legal, valid and legitimate activities of the association.
- c. Each ordinary member is entitled to seek an elective position established in this constitution
- d. Each registered student is eligible to vote with the exception of honorary members.
- e. An ordinary member shall have the right to access all relevant information relating to affairs of the association including books and records of accounts, audit reports and minutes of meetings so far as it is reasonable.
- f. Each member shall have the right to express opinions, suggestions, complaints, compliment and ideas in a right and lawful manner.

2. Obligations of Members

- 1) All members shall recognize the *WOTSCO* officials as the valid and legitimate representatives of the student body, and shall abide by all constitutional decisions as agreed upon.
- 2) Every member shall respect the property of *WOTSCO*, *the* College and the public
- 3) Every member shall be required to honour his/her financial obligation to *W O T S C O* .

3. Discipline and suspension of membership

- I. Every member shall respect the property of *WOTSCO*, the College and the public. Any member who causes damage to the aforementioned properties shall be liable to disciplinary action by the College and/or the laws of Kenya.
- II. Every member shall ensure that his/her conduct does not adversely affect the reputation or dignity of *WOTSCO*, the College and the public. Any member whose behavior is adverse shall be liable to disciplinary action by the College and/or the laws of Kenya.
- III. Any member(s) accused of indiscipline shall be summoned by the Disciplinary committee chaired by the Deputy Principal.

ARTICLE 5. OFFICERS OF WOTSCO

1. All officers shall be elected every year through secret ballot.
2. Only such members as have been in the College for at least one term shall be legible for elections.
3. All officers must be of desirable character and able to communicate effectively.
4. Every officer shall vacate his/her office at the expiry of one year, and shall be eligible for re-election.

5. She/he shall however hold office until such time that the succeeding officer is elected.
6. Any officer may be removed from the office by the two thirds majority decision of all members of the Students Council and Class Representatives in a meeting convened for that purpose and attended by the Dean or a representative from Deans Office

ARTICLE 6. THE STUDENTS' COUNCIL

A. ESTABLISHMENT OF THE STUDENTS' COUNCIL

1. There is established Students' Council of Wote Technical Training College.
2. Subject to the provisions of this constitution, the Students' Council shall be the chief administrative and managerial organ of WOTSCO.
3. The office of the Students' Council shall be located at the main campus of Wote Technical College at Unoa Hill.
4. Meetings of the Students' Council shall be held, unless otherwise indicated, at the main campus of the Wote Technical College.

B. COMPOSITION OF THE STUDENTS' COUNCIL

The Students' Council shall consist of:

1. Chairman
2. Deputy Chairman
3. Secretary General
4. Finance Secretary
5. Academic Secretary
7. Gender Affairs Secretary
8. Special Needs Secretary

9. Sports and Entertainment Secretary

10. Health, Catering and Accommodation Secretary

A member of the Students' Council shall cease to hold office if he/she ceases to be a member of WOTSCO.

ARTICLE 7: FUNCTIONS OF THE STUDENTS' COUNCIL

The Students' Council shall have the authority and responsibility provided for it in this

Constitution and in particular shall: -

- a) Be responsible for the day-to-day running of WOTSCO;
 - b) Implement decisions of the Administration and Students body
 - c) Have powers to deal with emergency matters, but shall report to and seek the guidance from the administration
 - d) Ensure that accurate records of the properties, income, liabilities and expenses of *WOTSCO* are well kept together with other documents and books of accounts;
 - e) Announce any vacant position in the Students' Council and report to the Dean for advertisement and subsequent elections;
 - f) Table before the Annual General Meeting a statement of financial position and financial statement of accounts of *WOTSCO*;
 - g) Ensure that all members uphold this constitution, it's by -laws, rules and regulations and that this constitution is free from all willful interference;
 - h) Perform such other duties as the Office of the Dean shall delegate from time to time;
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ARTICLE 8: MEETINGS OF THE STUDENTS' COUNCIL.

1. Meetings of the Students' Council shall be held at least twice every month during a term. The above meetings shall not attract any allowance.
 2. The Chairman shall convene every meeting of the Students' Council in a manner to be determined by the Students' Council during its first meeting following inauguration into office.
 3. The quorum for the commencement and holding of a meeting by the Students' Council shall be two-thirds (2/3) of the members who should be present for not less than half the entire duration of the meeting.
 4. All relevant deliberations of the meeting shall be recorded by the Secretary General as Minutes which shall be signed by the Chairman at the next meeting. If there are alterations to the Minutes they shall be made below the Chairman's signature so as not to interfere with the original record. The Chairman will then sign again and therefore update the final record.
 5. A member who fails to attend two (2) consecutive meetings of the Council without a reasonable excuse recorded in writing shall lose his/her financial allowance for the term in which he/she is absent.
 6. At a meeting of the Students' Council, the following shall preside;
 - a) The Chairman.
 - b) In the absence of the Chairman, the Deputy Chairman
 - c) In the absence of the Chairman and the Deputy Chairman, any other member of the Students' Council elected by members at that time.
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ARTICLE 9: ROLES AND RESPONSIBILITIES:

A. THE CHAIRMAN

- 1.** There shall be a Chairman of WOTSCO.
 - 2.** The Chairman shall have authority and responsibility as provided in this constitution and in particular shall;
 - a)** Preside over all meetings of The Students' Council, The Annual General Meeting, any Special General Meetings and any emergency meetings.
 - b)** Address at the invitation of the Technical colleges, public functions of the Technical colleges.
 - d)** Represent WOTSCO at B.O.G meeting and the Students' Disciplinary Committee, unless he/she is the subject of a disciplinary hearing, then provisions of this Constitution shall apply
 - e)** Represent the students' interests in all Technical colleges' decision-making organs and meetings provided by the Technical College's statutes
 - f)** With the consent of the Students' Council and the management of the Technical College, represent WOTSCO at the national and international levels on issues relevant to WOTSCO's interests
 - g)** Ensure proper and cordial relations among the various organs of WOTSCO and the Technical colleges' administration.
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B. THE DEPUTY CHAIRMAN

1. There shall be a deputy Chairman of WOTSCO.
 2. The Deputy Chairman shall;
 - a) Deputize the Chairman in the execution of the Chairman's functions and perform the functions conferred by this Constitution and any other functions of the Chairman as the Chairman may assign.
 - b) In the absence of the Chairman, assume the roles and the responsibilities of the Chairman and act as such with his/her authority
 - c) In conjunction with Club officials, coordinate all activities of registered clubs/movements/associations in the Technical colleges.
 - d) In liaison with the Dean of Students, initiate cooperation with organizations and Colleges outside the Technical colleges subject to approval by the Administration
 - e) Develop and organize leadership training programs.
 - g) Prepare and present term progress reports at the general meetings.
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C. THE SECRETARY-GENERAL

1. There shall be a Secretary-General of WOTSCO.
2. The Secretary-General shall have authority and responsibility as provided in this Constitution and as delegated to him/her by the Students' Council and in particular shall;
 - a) Be the Secretary of the Students' Council and keep in a business-like manner, true and accurate records of the proceedings of every meeting of the Students' Council, AGM, SGM and any emergency meeting.
 - b) In consultation with the Chairman , communicate to all members and/or Students' members, the venue, dates and agenda of the Students', General or other meetings as the case may be and also conduct all general correspondence on behalf of WOTSCO.
 - e) With the authorization of the Principal, the Secretary-General may make public statements to the media and Colleges outside the Technical College.

D. THE FINANCE SECRETARY

1. There shall be a Finance Secretary of WOTSCO.
 2. The Finance Secretary shall have authority and responsibility as provided in this Constitution and in particular shall;
 - a) Keep in a businesslike manner, true, accurate, and timely record of the proceedings of every financial transaction of WOTSCO
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- b) Ensure that WOTSCO's books of accounts including requisitions, receipts and vouchers are safe.
- c) Ensure that every payment and expenditure is duly authorized.
- d) Be a mandatory signatory of the WOTSCO account.
- e) At the beginning of the academic year, prepare and present the annual budget to Dean.
- f) Present annual audited financial statements to Council at its last sitting before the AGM.

E. THE ACADEMIC SECRETARY

1. There shall be an Academic Secretary of WOTSCO.
2. The Academic Secretary shall have authority and responsibility as provided in this

Constitution and in particular shall;

- a) Address issues arising directly from the academic interests of the members.
- b) Participate in the advertisement of bursaries and loans to students (HELB, COUNTY and CDF bursaries)
- c) Advocate the provision of high quality academic facilities, resources, and services for world class academic programs at the Technical College.
- d) Create awareness among the members regarding student- related policies, procedures and regulations of the Technical College.
- e) Liaise with other colleges on academic matters.
- f) Participate in planning, organizing and management of academic, social, counseling, career and work study programs.

g) Elect and hold academic meetings with all class representatives

h) Subject to this Constitution perform duties as delegated to him/her by the Students' Council.

F. THE GENDER SECRETARY

There shall be a Gender Secretary of WOTSCO who shall perform the following functions;

a) Help in the implementation of gender policies of WOTE Technical College.

b) Act as a link between WOTSCO and other Technical colleges organizations concerned with gender issues.

c) Promote gender equity in WOTSCO and the Technical College at large.

G. SPECIAL NEEDS SECRETARY

a) Represent members with special needs in the Students' Council

b) Deal with matters related to the welfare of members with special needs.

c) Maintain updated records of members with special needs.

d) Promote the integration of members with special needs in the Technical College community.

e) Research and disseminate information on programs, facilities and services available to persons— with special needs.

f) Coordinate the International Day of Persons with Disabilities and related activities.

g) Advise WOTSCO and the appropriate Technical colleges' bodies on ways of implementing progressive national and international policies regarding persons with special needs within the Technical College.

l) Facilitate registration of persons with disability from WOTE TTI to the National Council of People with Disabilities (NCPWD).

m) Subject to this constitution perform other duties as delegated to him/her by the Chairman and/or the Social Welfare Committee.

H. SPORTS SECRETARY

There shall be a Sports Secretary of WOTSCO who shall perform the following functions:-

- a) Be the WOTSCO secretary in charge of the Sports Committee.
- b) Develop the sports policy of WOTSCO.
- c) Liaise with the Technical College's Games Master and KETTISO to ensure members' welfare in the matters pertaining to sports is realized.
- d) Facilitate and encourage the formation of teams relevant to the needs of WOTSCO whose objectives do not run contrary to the Technical College's rules and the laws of the land.
- e) Represent WOTSCO in the management of the Technical College's sports team.
- f) Subject to this Constitution perform duties as delegated to them by the Students' Council.

J. SOCIAL WELFARE SECRETARY

- a) Be the **WOTSCO** Secretary in charge of Social welfare of its members
- b) Shall receive and record member's grievances and requests and forward them to the Students' council for deliberation.
- c) Shall liaise with the Dean of Students and address matters arising from various services.
- d) Supervise all **WOTSCO** activities directly related to social welfare of its members and, in particular, network with organizations concerned with social welfare issues.
- e) Shall prepare and present term progress report about social welfare of its members at the general meeting..

- g) Liaise with the Dean of Students office to participate in charitable activities.
- h) Co-ordinate social welfare services for members and in particular, transportation, benevolence at times of bereavement, hardship or depression, assistance for needy students and related service
- f) Shall perform other duties as directed by the delegated from time to time

K. HOSTEL REPRESENTATIVES

- a.) Liaise with Social Welfare Secretary to ensure that accommodation for students is catered for.
 - b.) Liaise with Dean of Students to get information about student's accommodation.
 - c.) Ensure high standard of hygiene in the Hostels at all times.
 - d.) Perform any duty assigned to him/ her by the Chairman and or Dean of Students.
 - e.) Facilitate channel of communication between Dean of Students and Students living in the hostels.
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ARTICLE 10. TENURE OF OFFICE FOR OFFICE BEARERS

- I. The tenure of office for office bearers shall be one academic year and can only be eligible for one further term.
- II. All Students' Council members shall not serve in the same position for a period exceeding two terms of office.

ARTICLE 11. ELECTIONS

- i) An Election committee shall be formed to oversee campaigns and elections with the Dean of Students, as the returning officer
- ii) Any Student interested in any post shall pay a nomination fee of ksh. 200 except Class Reps
- iii) Class representatives shall be elected in their respective classes. A class shall consist of not less than 10 members.

ARTICLE 12. COMMISSIONING OF ELECTED OFFICIALS

The elected office bearers shall be commissioned immediately after the election in a meeting held with the administration and the leaders

ARTICLE 13 . FUNDS/FINANCES

The funds of WOTSCO may be expended for the following purposes:

1. Office expenditure
2. Election expenses
3. Payment of officials' allowances (termly)
4. Death of student and or family bereavement (parents only)
5. Any other purpose as may be approved by the Students Council.

ARTICLE 14. PRIVILEGES AND ALLOWANCES

1. Allowance

During WOTSCO workshops, trips and related activities the Technical college shall cater for accommodation expenses of the students and will pay lunch/supper allowance as the case may deserve.

2. TERM ALLOWANCES SHALL BE AS FOLLOWS;

S/N	POSITION	KSHS PER TERM
1	Chairman	2,500
2	Deputy-Chairman	2,000
3	Secretary General	1,500
4	Finance Secretary	1,500
5	Academic Secretary	1,500
6	Gender and Special Needs Secretary	1,500
7	Social Welfare Secretary	1,500
8	Sports Secretary	1,500
9	Hostel representatives	1,500
10	Class representatives	500

3. ALLOWANCES FOR ELECTION OFFICIALS

Returning Officer	Kshs. 2000
Other Officials...staff	Kshs. 1500
Students	Kshs 500
For every election	

ARTICLE 15. RESOLUTION OF DISPUTES

WOTSCO shall at all times strive to resolve all disputes whether individual or collective between the students and any other parties

ARTICLE 16. BY- ELECTION

This shall be conducted whenever a post is declared vacant. A post may fall vacant by

- a) An official being expelled on disciplinary grounds by the College
- b) When an official fails to attend three or more meetings held by the council without proper reason duly communicated.
- c) When an official sits for end of course examination.
- d) When an official fails to perform his/her duties as stipulated in this constitution

Immediately a post is declared vacant, the Election Committee shall circulate a notice to this effect within the College's premises. Within a period of 7 days after the date of such a notice, all aspiring candidates shall be required to obtain nomination forms and return the same to the Dean of Students. The nomination papers must be duly signed by;

- i) The candidate
- ii) Respective Head of Department
- iii) At least three bona fide members of the Students council supporting his/her candidature.

ARTICLE 17. DISSOLUTION OF WOTSCO

- WOTSCO may be dissolved if a meeting of the Students Council called for such purpose, three quarters of the members present and voting by secret ballot or otherwise resolve the WOTSCO be dissolved.