



THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

STUDENT REPRESENTATIVE COUNCIL CONSTITUTION PART I: PRELIMINARY

Article 1. NAME

The full name of this body shall be the “Student Representative Council” of the Papua New Guinea University of Technology, hereinafter the “SRC”.

Article 2. DEFINITIONS

The following shall have the meanings respectively assigned to them:

- (a) the “**SEM**” means the Senior Executive Management of the University.
- (b) the “**University Council**” means the Council of the Papua New Guinea University of Technology as defined in the University Act of 1984.
- (c) the “**Student Forum**” means a general meeting of the Student Body.
- (d) the “**Student body**” means the collection of all students doing part time and full-time studies at the University.
- (e) the “**University**” means the Papua New Guinea University of Technology.
- (f) the “**Auditor**” means the Internal Auditor of the University.
- (g) the “**Executive Officer**” refers to an employee of the University appointed by the University to be responsible for the day-to-day administration of the SRC Office.
- (h) the “**Returning Officer**” means one of the University Chaplains or an official from PNG Electoral Commission responsible for the conduct of secret ballots under this Constitution.
- (i) the “**University Act**” means the Papua New Guinea University of Technology Act, 1988.
- (j) “**academic day**” means a day during first or second semester and not being a Saturday, Sunday or University holiday;
- (k) “**academic week**” means a week falling between first and last day of first or second semester.

- (l) **“academic year”** means that period falling between the first day of first semester and last day of second semester.
- (m) **“department”** means any department so declared by the University Council.
- (n) **“DODL”** means Department of Open and Distance Learning.
- (o) **“full-time students”** means a student enrolled on the register of students as a full-time student for a degree or a diploma of the University.
- (p) **“part-time students”** means a student enrolled on the register of students as a part-time student for a degree or a diploma of the University.
- (q) The **“masculine”** includes the feminine and singular included plural and vice-versa.
- (r) **Strike** –a refusal by student body to attend class in accordance with Article 10.
- (s) **“University Authorities”** includes the University Council, SEM, Academic Board and all others of the University.
- (t) **“SRC”** refers to this body as defined in Article 1 and can also refer to the Student Council, SRC Executive and Committees as a group, where appropriate.

Article 3. AIMS AND OBJECTIVES

The aims and objectives of the SRC are:

- (a) to work with the University as a partner in realizing the University’s vision and mission to become a leading technological university through teaching, research and community service of high standard that engenders critical evaluation and application of science and technology in Papua New Guinea and the South Pacific.
- (b) to become a recognized means of communication between the student body and the University Authorities.
- (c) to promote social integration and discourage all forms of ethnic subjugation by other dominant groups within the University.
- (d) to establish a platform that is open to every student to participate in student governance.
- (e) to establish a platform where students can express their views and concerns on matters that affect them as students and on national issues in a civilised and ordered manner.
- (f) to promote the mental, moral, academic, social, physical, cultural, and spiritual interests and well-being of the student body in the University subject to the conditions laid down in this Constitution.

- (g) To organize and provide better opportunities for extracurricular activities for and on behalf of the students.

PART II ADMINISTRATION

Article 4. STUDENT FORUM

Section 4.01 A Student Forum shall be held as and when is necessary and only if the SRC President or 50% of the Student Council call for such a meeting.

Section 4.02 Except as otherwise provided in this Constitution, quorum for a Student Forum shall be 51% of the student body.

Article 5. THE STUDENT COUNCIL

Section 5.01 A Student Council is hereby established.

Section 5.02 The Student Council shall be comprised of the SRC Executive, one representative of the international students, one representative of the post graduate students, and two representatives each of the following departments:

- (a) Agriculture
- (b) Applied Physics
- (c) Applied Science
- (d) Architecture and Building
- (e) Business Studies
- (f) Civil Engineering
- (g) Electrical & Communications Engineering
- (h) Forestry
- (i) Language & Communications Engineering
- (j) Mathematics & Computer Science
- (k) Mechanical Engineering
- (l) Mining Engineering
- (m) Surveying & Land Studies

Section 5.03 Except for the executives and where only one representative is required, all representatives from (a) to (m) in section 5.02 shall consist of a male and female.

Section 5.04 The Student Council shall meet at least four times a year and can have extraordinary meetings as and when the need arises from time to time.

Section 5.05 Notwithstanding anything in this Constitution, the first meeting of the Student Council immediately after the members of the Student Council are voted in, shall be called and presided by the outgoing President where the election of the SRC Executive shall take precedence. Minutes of that Meeting shall be taken by the outgoing Secretary.

Section 5.06

Notwithstanding anything in this Constitution, the first meeting of the Student Council at the beginning of the academic year shall be to receive, consider and approve the annual budget, programs and activities for the year to be presented by the SRC Executive.

Section 5.07

At the Meeting of the Student Council:

- (a) A quorum shall be constituted by half of the total members of the Student Council.
- (b) The Vice President shall be the ceremonial chair of the proceedings.
- (c) The Secretary shall take minutes of the meetings.
- (d) Voting shall be done by the representatives in attendance and not by proxies.
- (e) Except as otherwise provided in this Constitution, all resolutions of the Student Council shall be by majority of the members present and a show of hands unless a poll is properly demanded and the demand is not withdrawn.

Article 6. POWERS OF THE STUDENT COUNCIL

Subject to the provisions of this Constitution, the Student Council shall be empowered to:

- (a) elect members of the SRC Executive in accordance with Article 11 and SRC Election Guide.
- (b) make, repeal or alter any rules (not consistent with these articles) for regulating its meeting and those of any committees appointed by it.
- (c) approve the appointment of committees and sub-committees as proposed by the SRC President and to delegate to them such powers as it may think fit and to revoke any such appointments and delegation.
- (d) be responsible for the recognition of student societies and organisations and for the control of such recognised societies and organisations.
- (e) regulate the disbursement of the SRC funds by way of approving the budget proposed by the SRC Executive.
- (e) organise social functions and schemes for the benefit of students, and be responsible for the control and administration of such activities.
- (f) affiliate to bodies and organisations outside the university.
- (h) summon and conduct Student Forum and other meetings of the student body.
- (i) represent the student body both on campus and externally on national issues.

- (j) do all such other things as bodies of this nature may lawfully do.

Article 7. SRC EXECUTIVE

Section 7.01 The SRC Executive shall consist of the President, Vice President, Treasurer, Secretary and Chairpersons of the respective committees, elected from amongst the Student Council.

Section 7.02 The gender of the President determines the gender of the Vice President. If the President is a male, the Vice President has to be a female, or vise-versa.

Section 7.03 The powers and duties of the SRC Executive shall be as follows:

- (a) to generally manage and control the affairs of the SRC subject to any direction from time to time by the Student Council.
- (b) to administer the funds placed at the SRC's disposal by the University Council and SEM as well as such other funds as it may, with the permission of the University authorities, raise by subscription or levy or otherwise.
- (b) to assume overall responsibility for ensuring that resolutions of the Student Council are executed, and to implement decisions of the SRC Executive where such decisions do not arise from resolutions of the Student Council, until such decisions are ratified by the Student Council.
- (c) to deal with urgent matters which affect the interest of students and which arise between Student Council meetings.
- (e) to have custody of the books, documents and accounts of the SRC.
- (g) to determine the manner in which funds will be managed and the mode of drawing and signing cheques.

Section 7.04 The SRC Executive shall meet at least once a month and can have extraordinary meetings from time to time as the need arises.

Section 7.05 A meeting of the SRC Executive may be convened at any time by the President and Vice President or any three other members of the SRC Executive by giving at least seven clear days' notice to each member of the SRC Executive.

Section 7.06 Every question submitted to a meeting of the SRC Executive shall be decided by a show of hands and each member present shall be entitled to one vote. In the event of any equality of votes the Chairman of the meetings shall have a casting vote in addition to his deliberative vote but this vote shall generally be in support of the status quo.

Section 7.07 The SRC PRESIDENT shall:

- (a) be the chief representative and official spokesperson for the SRC and Student Body to the University Council, SEM, faculty, staff, and the surrounding community,
- (b) enforce the Constitution and its by-laws,
- (c) call and preside at all meetings of the Student Forum and SRC Executive,
- (d) call and preside at the meetings of the Student Council as he deems proper and in the absence of the Vice President,
- (e) represent the Student Body on the University Council and all other boards or bodies of which he/she is a member,
- (f) be responsible for maintaining sound relations with persons and bodies outside the University,
- (g) appoint members of the Committees and Sub-Committees subject to the approval of the Student Council,
- (h) approve all financial transactions of the SRC,
- (i) submit a yearly budget for Student Council approval in the first meeting of the academic year,
- (j) present a monthly President's Report of accomplished tasks before the Student Council and student body in an open forum,
- (k) provide a period of transition complete with a transition binder for his/her successor to begin immediately following SRC Elections, and
- (l) perform all other duties bestowed on him or her by this Constitution and incidental to this office.

Section 7.08 The VICE PRESIDENT shall:

- (a) during any period of absence of the President or inability to perform his/her duties for whatever reason, act as President.
- (b) diligently deputise for the President and assist and support the President in executing his/her responsibilities, powers, duties and functions and fulfils any such functions and duties as may from time to time be assigned to him/her by the Student Council or the SRC Executives.
- (c) Preside at the Meetings of the Student Council as the ceremonial chair.

Section 7.09 The SECRETARY, assisted by the Executive Officer, shall be the minute taker for all meetings of the Student Forum, Student Council and SRC Executive.

Section 7.10 The TREASURER shall perform the functions of a treasurer for the Executive including maintaining of up to date records of the income and expenditure of the SRC, and present a financial report to the Student Council at the its last meeting of the academic year.

Article 8. COMMITTEES

Section 8.01 The Student Council shall establish Committees to be responsible for specific tasks and activities, and delegate such Committees some of its powers.

Section 8.02 Unless otherwise stated by this Constitution or the Bylaws, the President shall have the authority to appoint the Chair and members of each committee. A simple majority vote by the Student Council shall approve the appointments made by the President.

Section 8.03 The Chair of a Committee shall be a member of the Student Council, who shall be a person other than the President, Vice President, Secretary and Treasurer.

Article 9. GENERAL

Section 9.01 The Executive Officer shall cause Minutes to be made of all resolutions of the Student Council, the SRC Executive, Committees of the Student Council and Student Forum.

Section 9.02 Minutes of Student Council meetings shall be made available within 14 days following the meeting through the office of the Registrar for the presentation to the University Council.

Section 9.03 The Secretary shall ensure that copies of this Constitution and of the resolutions of the Student Council are available in the office of the SRC for inspection by students at all reasonable times.

PART III. MEMBERSHIP AND ELECTIONS

Article 10. MEMBERSHIP AND VOTING RIGHTS

Section 10.01 All registered students, including full-time, part- time, occasional and continuing education students, shall be voting members of the Student Body.

Section 10.02 Where for any purpose under this Constitution it is necessary to determine whether any person is a student or whether any student is a part-time or full-time student, or in which department any student belongs, the Registrar's determination shall be final.

Article 11. QUALIFICATIONS FOR MEMBERSHIP TO STUDENT COUNCIL

Section 11.01 The membership of the SRC herein established shall consist of all individuals elected by the student body as outlined in Article 5 and must:

- (a) be enrolled as a full-time student of the University,
- (b) have paid student activity fees included in the school fees,
- (c) be in overall good standing with the institution –a clean disciplinary record, and
- (d) hold a cumulative 2.5 GPA.

Section 11.02 Members of the Student Council must meet these requirements in section 11.01 herein upon election or appointment and for the duration of their term in office.

Article 12. SRC ELECTIONS

Section 12.01 The election of the SRC shall take place between **February and March** of each year.

Section 12.02 There shall be a pre-election screening process to ensure that student candidates are qualified for membership to the Student Council in accordance with Article 11.

Section 12.03 Votes shall be casted by way of secret ballot using the firstpast-the-post electoral system.

Section 12.04 The Electoral Commission of Papua New Guinea shall conduct the election of the SRC including the Student Council and the SRC Executive.

Section 12.05 A SRC Election Guide approved by the University Council shall make detailed provision for the conduct of SRC Elections.

Article 13. VACATION OF OFFICE

Section 13.01 A member of the Student Council including the SRC Executive ceases to be a member if he or she:

- (a) resigns his/her membership, or
- (b) is absent from two consecutive meetings of the Student Council or the SRC Executive whichever the case, or
- (c) removed from office by a vote of no-confidence in accordance with Article 14, or
- (d) is otherwise disqualified under Article 11, or

Section 13.02 The vacancy shall not be filled until the next SRC Election, except in the case of the SRC Executive.

Article 14. MOTION OF NO-CONFIDENCE

Section 14.01 A motion of no-confidence may be instituted against an individual member of the Student Council, SRC Executive or the SRC Executive as a whole.

Section 14.02 A motion of no confidence shall not be tabled unless such a motion has been published as part of the agenda for the Student Forum.

Section 14.03 A motion of no-confidence shall not:

- (a) be considered unless at least 75% of the student body are present at the Student Forum;
- (b) take effect unless a resolution is passed by a two thirds majority of the Student Body present at the Student Forum.

PART IV. CRISES MANAGEMENT

Article 15. MANAGEMENT OF STRIKES

Section 15.01 The SRC can organize forums and rallies to express their views on matters that affects the student body and/or on national issues, within the parameters specified in this article and Constitution.

Section 15.02 The SRC can translate the students' views into a petition and present such petition to the authorities responsible for attending to such grievances or matters of concern.

Section 15.03 The SRC can publish the students' grievances and concerns in any media platform available.

Section 15.04 A strike by the student body shall be the last action which shall:

- (a) be organized by the SRC,
- (b) be Authorized by a resolution of 75% of the students eligible under Article 9 herein, and
- (c) be after an Assurance Notice has been given to the University Council.

Section 15.05 A strike action that fails to comply with section 15.4 herein is illegal and hence students who facilitate such illegal strike actions shall be dealt with accordingly under the student disciplinary process.

Section 15.06 The President shall give an Assurance Notice to the University Council through the Registrar, advising and assuring the Council that:

- (a) the issues are serious and warrants such an action, details of which must be particularized in the notice,
- (b) the strike action is the last action after the authorities failed to respond favourably to the petitions and demands,
- (c) 75% of the student body have approved to proceed with the strike,
- (d) there is absence of external political influence,
- (e) a capable strike management team had been assembled to manage and lead the strike,
- (f) the strike will be conducted in a civilized manner,
- (g) disruptions to classes will be avoided or minimized,
- (h) harassments, violence, casualties, and destructions to properties will be avoided, and
- (i) students who engage in illegal activities will be reported to the University Authorities and Police.

Section 15.07 No strike action shall be commenced unless an Assurance Notice has been given to the Council through the Registrar.

Section 15.08 Although the Assurance Notice under section 15.06 herein is not for the purposes of authorization, such can nevertheless be used by the University Council to determine the continuity of such strike, at any time.

Section 15.09 No strike shall disrupt formal classes for more than 21 academic days. The University Council shall immediately reconvene and take appropriate action if a strike reaches 21 days.

Article 16. DISSOLUTION OF THE SRC

Section 16.01 For the purposes of this Article and avoidance of doubt, “**SRC**” refers the combination of Student Council, SRC Executive and Committees.

Section 16.02 The sitting SRC will automatically dissolve at the end of each academic year, when all second semester examinations are completed.

Section 16.03 The SRC may be permanently dissolved by a resolution of a Student Forum at which 75% of the entire student body vote for such dissolution.

- Section 16.04** The SRC may be dissolved by itself by a resolution passed by 75% of the Student Council.
- Section 16.05** If the University Council decides to cancel its recognition of the SRC, the University Council shall advise the SRC of the reasons in writing and give the SRC an opportunity to be heard on the matter. The University Council's decision on withdrawal of recognition effectively dissolves the SRC.
- Section 16.06** For the purposes of section 16.05 herein, non-compliance of Article 15 can be one of the grounds.

PART V. FINANCIAL MATTERS

Article 17. ACCOUNTS AND REPORTS

- Section 17.01** The financial year of the SRC shall end on 30 October of each calendar year.
- Section 17.02** Any student group affiliated with the SRC which obtains a grant from the SRC shall, as soon as practicable before the close of the financial year, submit a statement of account with supporting documents as to how the grant was spent thus enabling the Auditor to audit the said statement.
- Section 17.03** The income of the SRC howsoever derived shall be applied solely towards the promotion of the objectives of the SRC as set forth in this Constitution and no portion thereof shall be paid directly to individual students or to individual members of the SRC.
- Section 17.04** Student groups affiliating with the SRC shall contribute a fee to be determined by the Student Council which shall become general income of the SRC.
- Section 17.05** True accounts shall be kept of all monies received and expended by the SRC and the correctness of accounts certified by the Auditor on an annual basis.
- Section 17.06** Annual accounts shall be presented to the Student Forum at the commencement of each academic year.
- Section 17.07** All SRC financial activities shall be consistent with the University's fiscal policy.
- Section 17.08** The different student governance substructures who rely on the SRC for funding shall annually submit a budget in prescribed form to the SRC before the specified time.

Section 17.09 All funds made available by the university for SRC shall only be applied in accordance with an approved budget.

PART VI. ALTERATIONS TO CONSTITUTION, SAVINGS, ETC

Article 18. ALTERATIONS OF THIS CONSTITUTION

Section 18.01 Any proposed amendment to this Constitution must be discussed and recommended by a 75% resolution of the Student Council to the general Student Body to be considered at a Student Forum.

Section 18.02 The text of the proposed amendments shall be publicised eight academic days prior to the Student Forum.

Section 18.03 The proposed amendment shall be adopted by a special resolution of 75% of the general student body present at the Student Forum.

Section 18.04 The President shall incorporate the comments received from the Student Body submit the final version to the University Council for final endorsement, which time the amendments shall take effect.

Article 19. REPEAL, SAVINGS AND TRANSITIONAL PROVISIONS

Section 19.01 The Student Representative Council Constitution endorsed by the University Council on 31st March, 1999 is hereby repealed.

Section 19.02 Where, immediately before the coming into operation of this Constitution, any application or matter or issue was pending or existing before or with the SRC, the Council or the University, it does not, on the coming into operation of this Constitution abate or discontinue, but may be continued as if this Constitution had not been adopted.

Section 19.03 Where, immediately before the coming into operation of this Constitution, any matter, appeal, action, arbitration or proceeding, was pending or any cause of action was pending or existed in respect of any matter, appeal, action, arbitration or proceeding or authority granted, renewed or continued in existence under the Constitution repealed by Article 44.2, such action, arbitration or proceeding or cause of action does not abate and is not affected by the coming into operation of this Constitution, but it may be prosecuted, continued and enforced as if this Constitution had not been made.

ENDORSED BY THE UNIVERSITY COUNCIL THIS 5TH DAY OF APRIL, 2018.

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MS. JEAN KEKEDO, CSM, OBE
CHANCELLOR