



Solomon Islands National University

CONSTITUTION
OF THE
SOLOMON ISLANDS NATIONAL
UNIVERSITY
STUDENTS ASSOCIATION
-(SINUSA)-

JULY 15, 2013

THE CONSTITUTION of the SOLOMON ISLANDS NATIONAL UNIVERSITY STUDENTS ASSOCIATION (INC)

ESTABLISHMENT, CITATION AND COMMENCEMENT

1. (a) There shall be within Solomon Islands National University (herein after known as 'University') a Student Association establishes under this Constitution and abbreviated 'SINUSA'.
- (b) The Constitution may be cited as the Solomon Islands National University Students Association Constitution 2013, made pursuant to Solomon Islands National University Act 2012 (herein after called 'the Act') and shall come into force on the date it is passed by the two third (2/3) majority of the members.
- (c) The official Acronym shall be "SINUSA"

INTERPRETATION

2. In this Constitution, unless inconsistent with the context, the following terms shall carry the meanings ascribed thereto:-

"Academic Year" shall mean "The Academic Year o the University commencing with the first day o the Semester one and ending with the last day o Semester Two"

"Act" shall mean "The SINU Act 2012".

"Affiliated Body" shall mean "Any Club, Society, Association or other body affiliated to the Association as herein provided".

"Association" means the Association set up under this Constitution.

"Common Seal "shall mean "The Common Seal of the Association'.

"Executive "Shall mean "The Executive Committee of the Solomon Islands National University Students' Association (Incorporated)".

"Fund" means and refers to the fund of the Association.

“Office” shall mean “The office of the Association” or “The position of any member of the Executive.

“SINUSA” means the Solomon Islands National University Students Association.

“Meeting” shall mean the meetings of the Executive and the student council established under this Constitution.

“Members” shall mean any or all students registered as enrollee(s) and paid their membership and subscription fees under this Constitution.

“Student” shall mean “Any person enrolled as an internal student of the University in accordance with the University enrolment and Course regulations General”.

“Student Council” means the council set up under this Constitution.

“Treasurer” shall mean “The Treasurer of the Association”.

“University” shall mean “The Solomon Islands National University or SINU

“Year” means calendar year of the Association.

AIMS AND OBJECTIVES

4. (1) The aims and objectives of this Association shall be:-

- (a) To foster and further the University educational life of members of the Association.
- (b) To promote activities beneficial to the University and members of the Association consistent with object 4(i)(a)
- (c) To assist any other charity or charitable purposes which in the opinion of the Executive or the Association it may be desirable to assist.

POWERS OF THE ASSOCIATION

5. The powers of the Association shall be:

- (a) To further the interests of the students and to secure the co-operation of the University in so doing.
- (b) To represent and act for the members in all matters in which the members as a body are interested.
- (c) To print, publish, issue, and circulate such periodicals, books, magazines, and other literary undertakings as may be for the benefit or entertainment of the members, and to join with any person or association of persons in establishing and carrying on for the benefit of the student body the business of a bookseller and stationery, as approved by a General Meeting of the Association.
- (d) To encourage all such sports and games as the Executive may deem fit.
- (e) To provide and manage income generating facilities subject to general policy.
- (f) To buy and sell to members such things as the Executive may deem fit.
- (g) To foster intellectual and social life in the University and to encourage such student clubs, cultural, religious activities as the Executive may deem fit.
- (h) To keep and preserve all records likely to prove of value or historic interest to members.
- (i) To acquire by purchase or otherwise any real or personal property for the purpose of establishing or maintaining any buildings or facilities or for any other purpose whereby the objects of the Association or any of them may be furthered.
- (j) To appeal for subscriptions or donations or raise funds by any means which the Executive may approve (which may include arrange and conducting fundraising events) for any of the following purposes:
 - (i) To promote any of the objects of the Association.
 - (ii) To provide a fund for the payment of all its the expenses including travelling and entertainment of sports and other teams.
 - (iii) To provide a fund for establishing and maintaining any Association buildings playing fields and other assets of the Association with a view to

affording to members all the usual privileges and advantages of a club.

(iv) To aid or otherwise subscribe to any charity or charities or other causes or organisations which it may in the opinion of the Executive from time to time be desirable to aid.

(k) To assist affiliated bodies in such manner and to such extent as the Executive may deem fit, in order that the objects of the Association may be thereby furthered; and to exercise a general control over the affairs of all such affiliated bodies.

(l) To assist any charity of charitable purpose which in the opinion of the Executive it may be desirable to assist.

(m) To sign and execute and deliver any deed or document whatsoever which may require or seem expedient to be executed by the Association for the furtherance of any of its objects.

(n) To apply for and acquire any licenses or permits deemed necessary by the Executive for the accomplishment of any of the objects of the Association.

(o) To join with any other person, association or corporation for the accomplishment of any of the objects of the Association.

(p) To employ servants and agents for the purpose of and to do all such other things as are or may be conducive to the attainment of the above objects or any of them.

(q) To formulate and implement policies on social and political issues affecting members.

MEMBERSHIP

6. The following persons shall be eligible for membership:

- (1) Students of Solomon Islands National University who are duly registered and paid their membership fee and annual subscription as provided by this constitution.
- (2) Membership of the Association is compulsory for all students who are admitted to the University; whether it be a full-time or part time;

- (3) The Executive committee has the discretion whether to consider, approve or disapprove applications from the public.

MEMBERSHIP AND SUBSCRIPTION FEES

7. (1) The membership fees is SBD50.00 And shall be paid to the bursary and administration together with tuition fees at the commencement of each semester in a calendar year;
- (2) The payment of membership fees qualifies a member becoming a financial member for duration of one calendar year ending December each year;
- (3) Each year a member who has been admitted to the college has to renew his/her membership by paying subscription fee of \$50.00 to the bursary department;
- (4) Any member whose subscription for the current year is unpaid after the 31st day of March in any year shall be barred from the exercise of any of the privileges of membership until such subscription shall be paid unless the Executive shall otherwise determine.
- (5) The membership fees are subject to an increase at any time but such increase may only be approved by the Council upon endorsement and recommendation from the student council.
- (6) Any association members who wish to form a group must register with the Students Association by paying an affiliation fee of SBD200.00.

AFFILIATED BODIES

8. (1) Any Club, Society or other body may apply for affiliation by giving notice to the Secretary or nominee of the e Secretary.
- (2) Subject to these constitution the Executive may in its discretion grant affiliation to any such body upon such term and condition as to any matters as it may dim fit.
- (3) Any affiliation granted by the Executive shall, unless the Executive in any case otherwise determine, expire, lapse, and become void on the last day of the second semester in the financial year next following the Financial Year such affiliation was granted.
- (4) Executive may grant a new affiliation or re-affiliation to any such body with or without the application of such body and such new affiliation or re-affiliation

shall be subject to the same terms and conditions as the original or expired affiliation or any such other terms as the Executive may deem fit.

DURATION AND CESSATION OF MEMBERSHIP

9. (1) A member shall cease to be such immediately upon the happening of and of the following and in no other way.

(i) If he/she dies or

(ii) If his/her subscription for the current financial year is unpaid after the 31st March in any year or

(iii) If the Executive shall resolve that such member be expelled or excluded from membership on grounds of conduct unbecoming or unworthy of a member of the Association provided that any member so expelled shall have a right of appeal to the Association in General Meeting or;

(iv) If the member shall deliver to the Secretary a notice in writing stating his/her desire to withdraw from membership, provided that such member shall be liable for the subscription and obligations of membership for the then current financial year and provided further that a member who is a student shall not be capable of resigning his/her membership except with the written authority of the Executive.

DUTIES AND OBLIGATIONS OF MEMBERS

10. (1) All students or members are to be well versed with the Constitution and ensure to adhere to compliance with the same;
- (2) Members are to treat their colleagues, staff members and any member of public with diligent at all times.
- (3) All membership must show integrity and ensure that integrity as students and future leaders safeguarded and not subject to open criticism, disrepute and infamy by the public;

- (4) All members must illustrate competence and high standard of academic performance in their studies;
- (5) Members must show respect to the decision of the Executive of the Association, the university council and authority and where there is objection to any decision or grievances in relation to any decision or action, must be handled and channeled through democratic process.

EXECUTIVE MEMBERSHIP

11. (1). The conduct and control of the business and affairs of the Association shall be vested in the Executive except as to such matters as are specifically reserved by the rules to the Students Council or a General Meeting.
- (2). The Executive shall comprise of the:
 - (a). President
 - (b). Vice-President
 - (c). Treasurer
 - (d). Secretary
- (3). The Portfolios are:
 - (a). Welfare Officer
 - (b). Education and Academy Officer
 - (c). Sports Officer'
 - (d). Social and Cultural Affairs Officer
 - (e). Religious Officer
 - (f). International Affairs Officer
 - (g). National Affairs Officer
 - (h). Clubs and Societies Officer
 - (i). Media and Public Relations Officer

(j). Food and Hygiene Officer

(k). International Students Officer

(l). Environmental Affairs Officer

(4). Every position set out in rules 11(2) and 11(3) must be held by an individual who is a member of the Association.

(5). (i). The position of International student can be held by an individual member of the Association or a group of up to two members of the Association, such a group will be known as a collective.

(ii). A collective shall be treated as an individual member of the Executive as far as possible.

(iii). A member of an collective may cease to be a member of the Executive in the same manner, or for the same reason as an individual member of the Executive may cease to hold office.

EXECUTIVE MEMBERS' RIGHTS AND DUTIES

12. (1). The President shall be President of the Association, Chairperson of any General Meeting and Chairperson of the Executive, and shall be responsible for the general supervision of the affairs of the Association.

(2). The Vice President shall assist the President in his/her duties, shall be responsible for Executive-Staff liaison, and between the Executive and other bodies such as Student Forum and other student associations.

(3). The Education Vice President shall be responsible to the Executive for all matters concerned with education.

(4). The Treasurer shall supervise the financial affairs of the Association and perform the financial work of the Accountant and shall be Chairperson of the Finance Committee appointed by the Executive as provided in this Constitution.

(5) The functions of the Treasurer include:

(a) To collect any authorized revenues of the Association;

(b) To deposit all monies collected or incoming revenues into the bank account of the Association; and

(c) To keep proper records of all monies received and in carrying out his functions, he has the power to-

(d) Refer any matter to the Executive whenever any member refuse to pay his membership fees renewal fees or refer any matter to the dispute panel for settlement;

(e) To report any irregularities of management of Association funds to the Executive.

(f) To prepare the financial report of the executive to be presented during the Annual General Meeting.

(6). The Secretary shall act as Secretary of the Association at any General Meeting, of the Executive and of all Committees of the Executive to which no other person has been appointed as Secretary.

(1). The Executive shall from time to time appoint (and may remove) a person to the Secretary of the Association, on such terms as to remuneration and service and duration of employment and otherwise, as the Executive shall think fit.

(2). The position of Secretary may be a separate appointment, or may in the Executive's discretion be combined with the position of Administration Officer. Where the positions are thus combined, all references in these Rules to Secretary shall be taken to be references to the person employed as the Administration Officer of the Association.

(3) (a) The Secretary shall keep all necessary or usual minutes (or equivalent records), copies of all correspondence, and such other books, papers, and records as may be required by these Rules or by the Executive and shall retain in the safe an authentic copy of this constitution and at the time of filing alterations, additions, or amendments in accordance with the Act will annotate and re-index this copy to be known as "The Authentic Copy" and mark therein the date at which such alterations, additions, or amendments were made and a reference to the Minutes of the General Meeting recording same.

(b) The Secretary shall see that all meetings, notices, and other acts and

things required by these Rules are duly summoned given and done and shall do all things in his/her power to carry into effect the provisions of these Rules.

(c) The Secretary shall act as Returning Officer for Executive Elections and Referenda (provided that the Executive may appoint some other member to be Returning Officer) and the provisions of these Rules relating to Returning Officers shall so far as is reasonable or possible apply to the Secretary when so acting.

(d) The Secretary as such shall not vote or be entitled or permitted to vote in General Meeting or the Executive provided that where the voting is evenly divided he/she shall have and shall exercise a casting vote when acting as Chairperson as provided in these Rules.

(e) The Secretary shall not be counted in estimating whether a quorum is present in a General Meeting or the Executive.

(f) The Secretary shall be a member of the Association during his/her term of office as such but shall not during such time be liable to pay any subscription in respect of such membership.

(7) The Clubs and Societies Officer shall be responsible to the Executive to supervise the affairs, interests, and be responsible for all matters that concern all affiliated bodies and clubs at the University.

(8) The Cultural Affairs Officer shall be responsible to the Executive to supervise the affairs, safeguard the interests, be responsible for all matters that concern, and coordinate the creative activities of all cultural clubs at the University.

(9) The Environmental Affairs Officer shall be responsible to the Executive for such matters that concern the Association that are connected with the environmental affairs of Solomon Islands and the Earth.

(10) The International Affairs Officer shall be responsible to the Executive for such matters as concern the Association that are connected with international and global affairs.

(11) The International Students Officer shall be responsible to the Executive for such matters that concern the Association that are connected with international students.

(12) The Media and Public Relations Officer shall be responsible to the Executive for the due management and control of all matters relating to Association publications and broadcasting controlled by the Association

and shall be Chairperson of the Media Committee.

(13) The National Affairs Officer shall be responsible to the Executive for all matters that concern the Association that are connected with the internal affairs of Solomon Islands.

(14) The Sports Officer shall be responsible to the Executive to supervise the affairs, safeguard the interests, be responsible for all matters that concern, and coordinate the activities of all affiliated bodies formed for the purposes of sport at the University.

(15) The Student Council Chair shall be the Chairperson of the Student Council, and shall be responsible to the Executive for the operation and upkeep of the Student Council.

(6) The Welfare Officer shall be responsible to the Executive for such matters that concern the welfare of students.

EXECUTIVE ELECTION AND APPOINTMENT

13.(i). The members of the Executive other than the International Students officer representative, shall be elected annually by means of a general and secret ballot of the members conducted according to the rules contained in this constitution.

- (ii) The election of Executive members and the Students Representatives shall be held at the end of September of every calendar year, followed by the Annual General Meeting.
- (iii) The financial members shall elect the new Executive members.
- (iv) The election of members shall be conducted by casting secret ballot papers in the candidates' boxes;
- (v) The actual handover to the new elected executive shall be done 14 days before the end of semester two.
- (vi) In the event whereby a member resigns or died, the Association member shall elect a new member as soon as practical to replace him or her in office;
- (vii) In view of the above, an extraordinary meeting must be called for that purpose.

EXECUTIVE VACANCIES

14. (i) The position held by any member on the Executive shall be vacated on the happening of any of the following events and from the occurrence thereof:
- (a) If such member ceases to be a member of the Association.
 - (b) If such member gives the Secretary notice tendering his/her resignation and such notice is accepted by the Executive.
 - (c) If such member fails to attend two consecutive Ordinary Meetings of the Executive or three consecutive ordinary meetings of the Student Forum to which he/she has been duly summoned unless he has first obtained from the Executive or the Student Forum respectively leave of absence in respect of any such meetings or in respect of any period of time during which any of such meetings is held.
 - (d) If at any Special General Meeting duly called for the purpose a resolution is passed to the effect that such member does not possess the confidence of the Association.
 - (e) If such member is elected or appointed to any other position on the Executive (other than the position of President-Elect) during his/her term of office in the former capacity.
- (ii) Where any member of the Executive is removed from office by a vote of no confidence under 14 (i) (d) hereof then such Special General Meeting may also fill the vacancy thereby created or may direct the Executive as to the determination to be made under this Constitution.
13. (i) When a vacancy occurs during the Academic Year in respect of any position on the Executive then the Executive shall determine whether this vacancy shall be filled by means of a by-election or by the Student Council
- (a) If the Executive determine that this vacancy shall be filled by means of a by-election this election shall be conducted according through a secret ballot.
 - (b) If the Executive determine that the Student Council shall fill the vacancy then the Student Council may summarily appoint any member

who would be eligible to stand for the position to fill the vacancy.

(c) The member elected or appointed according to this rule shall, subject to any provision to the contrary contained elsewhere in these Rules, hold office for the remainder of the Association Year.

(ii) When a vacancy occurs outside the Academic Year in respect to a position on the Executive then the Executive shall have power to and may summarily appoint any member of the Association to fill such vacancy as an interim Executive member, either temporarily until such time as the vacancy can be filled according to the provisions in this Constitution or until the end of the Association Year whichever shall be the sooner.

(a) Any member so appointed shall have all the normal powers and duties of that Executive position or such other powers and duties as the Executive may prescribe but shall not become a member of the Executive by virtue of this appointment and shall not be entitled to move motions or to vote at meetings of the Executive.

(iii) Where no quorum remains or where after the creation of such a vacancy two Ordinary Meetings of the Executive have been duly summoned and have lapsed for want of a quorum, the Secretary shall convene a Special General Meeting for the purpose of filling all vacant positions on the Executive.

TENURE IN OFFICE

15.(1) The term in office for Executive and Students Council members is one year.

RESIGNATION OF EXECUTIVE MEMBERS

16. (1) Any member who wishes to resign from Executive may give a 14 days written notice to either the secretary or the President stating the reasons for his/her resignation;

- (2) The Executive shall then grant his resignation by a written approval signed by the President or his vice.

DISQUALIFICATION AND REMOVAL OF MEMBERS

17. (1) A member of the Executive shall be disqualified and cease to be a member if :-
- (a) he or she is proved to have misused the funds of the Association;
 - (b) he or she is proved to have been insane or holds no capability to become a member;
 - (c) he or she is convicted by any offence in any court of law;
 - (d) To have been proved having conflict of interest in the Association.
- (2) Any member who misuses the fund of the Association shall be removed by a vote of no confidence and such motion can be moved by any member of the Association or the student council on behalf of all students.

FUNCTIONS AND POWERS OF THE EXECUTIVE

18. (1) The functions of the Executive shall be to:-
- (a) to ensure a proper management of the Association carried out in the best interest of members;
 - (b) to ensure the Constitution is observed and implemented;
 - (c) to control and resolve issues arising and affecting the students and the students' studies;
 - (d) to make dialogue and consultation with the university authorities and the government in matters adversely affecting its members;
 - (e) to make recommendation to the college authorities, the government or any other persons on behalf of the members in respect to interests of the members;

- (f) collect revenues and or any other incoming revenues of the Association;
- (g) forward all monies collected or incoming revenues to the Association account for their safekeeping;
- (h) keep proper record of all monies received;
- (i) to delegate duties and work to the members when deem necessary;
- (j) to make authorization for any financial transactions needed in the best interest of the Association and the members;
- (k) to keep proper records of management matters;
- (l) to organize fundraising drives for the Association, and in carrying out its functions the Executive shall have the power to:-
 - (i) convene meetings and summon members to such meetings;
 - (ii) Determine any increase to the original subscription fees.

POWER OF THE EXECUTIVE

19. (1) The Executive has the power and responsible to pay any or all expenses of the Association.
- (2) The Executive shall authorize payments on behalf of the Association.
- (3) The Executive may from time to time and at any time by power of attorney appoint any person or body of persons, whether nominated directly or indirectly by the Executive to be the Association's legal representative of the Association to deal on its behalf in legal matters for such period and conditions as the Executive may think fit.
- (4) The legal representative shall act in accordance with the instruction given by the Executive, and shall not act beyond powers vested in or exercisable by the Executive under this Constitution.

PROCEEDINGS OF EXECUTIVE

20. (1) The Executive may meet together for the dispatch of business and adjourn their own meetings according to this Constitution.
- (2) Questions arising at any meeting shall be determined or decided by majority of votes of 2/3 of members present.
- (3) Where there is a tie or equal casts of votes, the chairman shall cast a second vote;
- (4) The quorum necessary for all meetings and business of the Executive shall be 2/3 majority.

STUDENT COUNCIL

21. (1) There shall be a student council established for the purpose of general administration and management of the affairs of the students in addition to Association;
- (2) The council shall be watch-dog of the Association but must make decision in a manner consistent with democratic process in a society;
- (3) It shall be an implementer of this Constitution.

MEMBERS

22. (1) Members of the student council shall consist of the President, the Vice-President, the Treasurer, the Secretary, and the students elected representative, from the; School of Business and Management, School of Nursing and Allied Health Sciences, School of Education and Humanities, School of Natural Resources and Applied Sciences, School of Technology and Maritime Studies, and one International student enrolled in the university.
- (2) Any conflict issues shall be decided by 2/3 majority by casting of votes.
- (3) The student representatives shall have one vote each. Where there is a tie during the vote, the president will cast the last vote to decide the case in question.

POWERS AND FUNCTIONS OF THE STUDENT COUNCIL

23. (1) The functions of the council includes:-
- (a) to oversee the general administration of the Association and ensure that students affairs and interests are served;
 - (b) to ensure that working committees of the council function properly to the interests of the students;
 - (c) to work closely with the Association for the benefit of the students;
 - (d) To present its concerns to the University Council through the students representative to the council.

POWER OF THE STUDENT COUNCIL

24. (1) The student council is empowered to:
- (a) receive complaints and allegation against any of the Executive members for misuse of students funds;
 - (b) summon any member of the Executive to appear before it in respect to any leveled against him or her for misappropriation;
 - (c) forward the report to the university Council, in cases of very serious nature;
 - (d) recommend voluntary resignation of an Executive member;
 - (e) call all students to demand resignation of a member who is guilty of misusing the Association funds;
 - (f) impose any of the following penalties:-
 - (i) warn the member in less serious cases;
 - (ii) fine or order for repayment of money misused;
 - (iii) Any actions that are seem just and fit.
 - (g) withdraw any cases before it for lack of substantial evidence;

- (h) Sue on behalf of the students any member of the Executive who misappropriates any funds of the Association.

WORKING COMMITTEES

- 25. (1) There shall be working committees set up by the student council who shall define their powers and functions as it think fits.
- (2) The committees shall include:
 - (a) Academic and Education Committee;
 - (a) Food and Hygiene Committee;
 - (b) Media and Public Relation Committee;
 - (c) Social and Cultural Committee;
 - (d) Sports Committee;
 - (e) Religious Committee; and
 - (f) Social Cultural Committee
 - (g) Welfare Committee
 - (g) Any other committee that may from time to time required to be set up.

ELECTION OF COUNCIL MEMBERS

- 26. (1) All representatives must be elected from the students of their respective schools, campuses and countries.
- (2) Elections will be held annually along with the election of the executive at the end of October of each calendar year.
- (3) Candidates who are nominated by three nominees may stage their campaign a month before the date of election.
- (4) Nominees and candidates must be registered students and financial members of the Association.

- (5) Nomination of candidates must be closed two days prior to the Election Day and any nomination made thereafter is null and void.
- (6) Nomination papers shall bear the names, student identity number of the nominees and their signatures.
- (7) Campaigns can be done on campuses during lunch hours or in the afternoon on campuses.

RETURNING OFFICER

27. (1) There shall be a returning officer appointed by the Deputy Pro Vice Chancellor (Corporate) for the purpose of conducting election of the Association Executive and matters incidental therewith.

ELECTION

28. (1) Elections shall be conducted by secret ballot papers and members of the Associations are eligible to cast their votes to the candidates of their choice.
 - (2) All members eligible to vote at the election must show their student identity card before casting his or her vote.
 - (3) Any matter arising from the election, the returning officer shall be his decision, which is conclusive.

EXECUTIVE AND COUNCIL MANAGEMENT OFFICE

29. (1) The Executive and the student council shall have its permanent or registered office at Kukum campus for the purpose of office work and safe keeping of its documents.
 - (2) The offices shall accommodate the safe keeping of all vital and essential documents of the Association and the council.
 - (3) The said offices shall be the venue for all the meetings of the Executive and the council, unless otherwise arranged.

FINANCE AND ACCOUNTS

30. (1) The SINUSA financial year shall be from 30TH October to 1st November. The following year.
- (1) All monies collected by the college administration during registration period shall be transferred to the Students Association bank account with the Bank of South Pacific.
 - (2) The Executive shall cause proper records and books of accounts of the financial affairs of the Association to be maintained with respect to:-
 - (a) All monies received and expended by the Association and all matters incidental to receipt and expenditure taking place.
 - (3) Proper books shall not be deemed to be kept if there are not kept such books of account as are essential to render true, and fair view of the state of the Association affairs and to explain all its transactions.
 - (4) All records, and books of accounts, shall be kept at the registered office of the Association or at such place as the Executive think fits. All such books shall be open for inspection by the Executive.
 - (5) A member not being an Executive member has no the right to inspect such books of accounts. The President may determine whether or to what extent and at what time and under what conditions inspections be carried out.
 - (6) At the Association's general meeting, a copy of the balance sheet together with any other required documents to be annexed hereto to be laid by the Association.
 - (7) A copy of the auditor's report shall be produced to members seven (7) clear days before the general meeting.
 - (8) The President shall cause preparation of profits and loss accounts, balance sheet, and reports for the general meeting.
 - (9) All financial commitments and transaction, including all cheques, promissory notes, drafts and other negotiable instruments, and all receipts for monies paid to the Association, shall be signed, accepted endorsed, withdrawn or otherwise executed in such manner by the Executive as may determine.

- (10) The account of the Association shall carry signatures of the President, the Vice President, the Treasurer and the Secretary for the purpose of withdrawals.

ANNUAL REPORT AND FINANCIAL REPORT

- 3 (1) At some time before the end of the Association year the President shall prepare a report dealing briefly with the activities of the Association during the Association Year this to be presented to the following Annual General Meeting.

(a) Such report shall then be placed before the Executive for its approval before the end of the Association Year and before being presented to such meeting for adoption.

(b) Such report need not deal with or refer to money matters.

(2) As soon as possible after the close of each Financial Year and before the General meeting the Treasurer shall prepare a Balance Sheet showing the Assets and Liabilities of the Association as at the last day of such Financial Year and a Statement of Income and Expenditure and a Statement containing particulars of all mortgages charges and other securities affecting any of the property of the Association at the close of the said year.

(a). Such Balance Sheet Statement and other accounts shall then be submitted with the books of account to the auditors for audit; they shall then be placed before the Executive for its approval (together with the auditors' certificate and comments, if any) before being presented to such Annual General Meeting for adoption.

(b). The Secretary shall make a copy of the Balance Sheet Statement and other accounts available for all members to view before the General Meeting.

AUDITORS

33. (1) The Books of the Association shall be audited at the end of each Financial Year by the Association Auditor, who shall be duly a qualified Accountant who shall be appointed annually at the General Meeting

(2). The Functions of the Auditor Shall be;

- (a) To prepare audited reports of all financial transactions of the Association and make reports to the Executive to produce to members at the end of each financial year.
- (3) The auditor when performing his or her functions shall have the power to:-
- (a) Check all books and receipts kept by the Executive;
 - (b) Confiscate those books and records for the purpose of auditing.
- (4) The auditor shall be the Director of Finance of the University or any other qualified Accountant appointed by the Executive

PROPERTIES

34. (a) The current Executive shall be the sole custodian of all the Students Association properties in consultation with the Manager Campus Life Division.
- (b) All income, assets, and property of the Association must be applied only to advance the charitable purposes of the Association.
- (c) No member of the Association, or anyone associated with a member, is allowed to take part in, or influence, any decision made by the Association or its Executive in respect of its property, payments of income, benefit or advantage to, or on behalf of the member of the Association.
- (d) Any payment made to a member of the Association, or person associated with a member, must be for the goods or service that advance the Associations' charitable purposes and must unreasonable and relative to payments that would be made between unrelated parties.
- (e) Nothing in this clause prevents payments in good faith of reasonable remuneration to any servant of the Association, or the payment of reasonable expense to any authorized representative or delegate of the Association.

LIABILITIES OF EXECUTIVE MEMBERS

- 35:- (1) Members or any member of the Executive shall not be jointly and personally liable for any unauthorized financial transaction entered into to the detriment of the Association and members or for misappropriation of funds for personal uses.

DISPUTE TRIBUNAL

- 36:- (1) There shall be a dispute Tribunal, which shall be set up to deal with any dispute connected with the management of the Association, its related benefits to members and any other matter connected therewith.
- (2) The dispute Tribunal shall consist of the Vice-Chairman, and three other members to be appointed by the Chairman. One of them shall be person with legal background or have fair knowledge in dispute resolution.
- (3) The functions of the dispute panel shall be to:-
- (a) hear and determine any dispute arising out of the management and administration of the Association, use of its funds, distribution of services provided by the Association to members, and benefits and other related matters;
 - (b) Consult the complainant and make investigation and enquiry into the alleged complaint.
- (4) In carrying out its functions the dispute panel shall have the power to:-
- (a) Convene meetings and summon the parties to the dispute for the purpose of making any compromise or resolving the dispute;
 - (b) Impose any fine, penalty or make any such decision seem reasonable and just;
 - (c) Announce its decision in the presence of all the parties to the dispute;
 - (d) Inform the Executive of its decision in writing;
 - (e) Keep proper books or records of its decisions.

MEETINGS OF THE EXECUTIVE

- 37:- (1) The President shall, preside, all meetings and other meetings of the Executive and the Annual General Meetings and in the event whereby the President is absent, the Vice-President shall preside, such meetings. In the event whereby both the President and his vice are absent the Executive shall appoint any of the members to preside such meetings.
- (2) The Executive shall have their meetings on a monthly basis according to its yearly calendar. The Executive shall decide on such dates in which it thinks such meetings are to be held.
- (3) Business to be carried out during Meetings of the Executive include interlaid:
- a) Approval of Minutes of last Executive Meeting
 - (b) President's Report
 - (c) Treasurer's Report
 - (d) Secretary's Report
 - (e) Reports from any sub committees
 - (d) Any other Business
- (4) The Executive shall call any extraordinary meeting whenever it is needed.
- (5) The Secretary upon instructions from the president gives notice to all its members to attend such meetings as aforesaid. No discussion shall take place at the meetings on any items not listed on the agenda for that meeting.
- (6) The Secretary of the Executive shall keep proper records of the minutes.

ANNUAL GENERAL MEETING

38. (1) The Annual General Meeting (AGM) of the Association shall be held once a year not more than one months after the end of the Financial Year of the Association and at such other times as shall be determined by the executive committee.
- (2) There shall be fourteen days notice before the Annual General Meeting is held.

(3). At this meeting the following substantive business shall be transacted and in the order now given, that is to say:

(3) Business to be carried out during Meetings of the Executive include interlaid:

(a). The Appointment of Auditors

(b). The adoption, if thought fit, of the Annual Report of the Executive and the Financial Report

(c). Any business of which notice has been given which may be properly be dealt with by the meeting

(d). Any business which may be brought forward for which special notice is not required

(4) For any reason the business required is not transacted at the Annual General Meeting it shall be transacted at the next subsequent special General Meeting convened for that purpose.

QUORUM

39:- (1) The quorum for all meetings including that of the Executive is 2/3 of all members, members of the Executive or members of the Student Council.

(2) Remuneration shall be paid monthly by the Treasurer to entitled members.

(3) Executive members are also entitled to sitting allowance during Executive and Council Meeting and the rate is to be determined by the Executive and the Council.

AMENDMENT AND REVIEW

- 40:- (1) This Constitution may be amended only in a special meeting called for that purpose. No amended shall be made unless a quorum of two thirds (2/3) of the members of the Executive is present at the meeting to vote for the amendment.
- (2) Any proposal for any amendment(s) shall be submitted to the Executive any reasonable time before it can be tabled before the Executive at that special meeting called for that purpose.
- (3) When a proposal for amendment is received the Executive shall call the special meeting for that purpose.
- (4) There shall be a review panel set up by the President to review the Constitution. One of the members must be a person of legal background.
- (5) The Constitution must be reviewed annually upon submission for such review by any member of the Association.
- (6) Any amendments to this constitution shall be approved and passed during the Annual General Meeting.

COMMON SEAL

41. The Common Seal of the Association shall be that appointed by the Executive and shall be kept in the custody of the Secretary and shall be affixed to any deed, document, or instrument only in pursuance of a resolution of the Executive and in the presence of the Secretary and two members thereof who shall thereupon sign such deed, document or instrument as attesting witnesses.

WINDING UP

42. In the event of the winding up of the Association, all the real and personal property of the Association after payments of all costs. Debts and liabilities shall not be distributed among members of the Association but shall vest on the University upon trust for such charitable purposes within Solomon Islands as the University may in its discretion decide.

COMMENCEMENT

43. This Constitution shall come into effect on the date on which it is adopted and assented to by the Executive of the Association.

Adopted and Assented on this.....day of2013

