



UNIVERSITY *of*  
RWANDA

**THE STATUTE GOVERNING  
THE UNIVERSITY OF  
RWANDA STUDENTS' UNION  
(URSU)**

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**Abbreviations**

UR: University of Rwanda

URSU: University of Rwanda Students' Union

GRC: Guild Representative Council

NGO: Non-Governmental Organization



## Preface

Considering that University of Rwanda (UR) students need to be organized in order to protect and promote their welfare and academic interests, the students of UR have established a Union called “University of Rwanda Students’ Union (URSU)”.

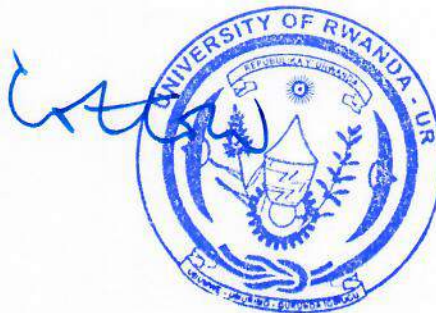
For its proper functioning and the attaining of its goals, URSU has elaborated this Statute determining its governance organs and their respective roles as well as how these governance structures are formed and filled by students’ representatives.

This Statute establishes clear principles, rules, regulations and procedures to be followed in the execution of URSU’s daily operations in order to maximize the likelihood of achieving its vision, mission and objectives.

The University Senior Management Council endorses these by-laws (Statute) as an approval of the importance that the University attaches to the role that students must play in the whole life of the institution and in particular in its management. The University leadership commits to support and work closely with the students’ representatives at all levels of the management of the University.



Prof. Philip COTTON  
Vice Chancellor



## **CHAPTER I: GENERAL ARTICLES**

### **ARTICLE 1: NAME AND CHARACTER**

The name of the Union is: **UNIVERSITY OF RWANDA STUDENTS' UNION** (here after referred to as "URSU").

This name can be changed if found necessary and agreed upon in the General Assembly by at least 2/3 of the members of URSU at each campus.

URSU strives only for the social welfare and the academic success of the students and it is not an ideological or political or religious organization nor does it have any political, religious or ideological agenda.

URSU registers, in consultation with Campuses and Colleges' administration, all students' associations of all campuses and colleges of the University of Rwanda and oversees their operations.

### **ARTICLE 2: MISSION AND VISION**

#### **Vision:**

The vision of this union is "To strive for a golden future of UR students.

#### **Mission:**

The mission of URSU is to advocate for quality education and promote students' interests in general.

### **ARTICLE 3: LOCATION AND ADDRESS**

Unless otherwise decided by the Senior Management Committee of UR, the head office of URSU shall be located at UR general headquarters.

### **ARTICLE 4: DURATION AND SCOPE OF OPERATION**

URSU is established for unspecified duration.





URSU operates in Rwanda and may operate outside Rwanda should UR operate outside Rwanda through face-to-face or online model.

#### ***ARTICLE 5: OFFICIAL LANGUAGES***

URSU recognizes and uses all official languages of Rwanda. However, English being the medium of instruction of the University of Rwanda, URSU shall strive to use English in all its meetings and in all its internal and external communication except when responding to a communication received in another language.

#### ***ARTICLE 6: ROLES AND RESPONSIBILITIES OF URSU***

**The roles and responsibilities of URSU are the following:**

1. Bringing together all the students of UR;
2. Representing UR students at all levels of leadership both in UR and outside UR;
3. Defending the interests of its members in matters pertaining to teaching, learning and welfare;
4. Advocating for acquisition of knowledge and skills among its members;
5. Utilizing acquired knowledge, skills and the full potential of its members towards national development and prosperity;
6. Promoting culture, sports, arts and leisure among UR students;
7. Pursuing cooperation with other students' associations and unions as well as with NGOs in the country and abroad who may contribute to the furtherance its goals;
8. Promoting and contributing to the students' welfare in University of Rwanda;
9. Promoting gender equality amongst its members;
10. Promoting the protection of environment, including environmentally friendly use of available resources on all UR campuses;
11. Fighting against Genocide ideology and divisionism among its members and in the country;
12. Doing any other thing that can contribute to the development and fulfillment of its members in particular and the country in general.

## **CHAPTER II: MEMBERSHIP**

### **ARTICLE 7: TYPES OF MEMBERSHIP**

URSU accepts four types of memberships:

1. Active member
2. Alumni member
3. Honorary member
4. Well-wishers member

**1. Active member:** Every registered full time or part-time student of UR either in face-to-face or online delivery model is automatically a member of URSU.

**2. Alumni member:** Is a person who was once an active member and continued to support the Union's endeavors after s/he has left UR.

**3. Honorary member:** Is an individual with recognized excellent standing in the society, who accepts and supports the vision and mission of URSU and is given the honorary membership status by URSU's General Assembly.

**4. Well-wisher:** Is an individual who desires to make contribution to the vision and mission of URSU, requests for the well-wisher membership category and is granted it by URSU's General Assembly.

The alumni, honorary and well-wisher members can neither vote nor be voted in the organs of URSU but can participate in the rest of the activities of URSU, particularly on an advisory role.

### **ARTICLE 8: RESPONSIBILITIES OF MEMBERS**

The responsibilities of URSU members are the following:

- i) Respecting every member, organs of the union (URSU) as well as the UR and the Country (Rwanda);
- ii) Contributing to the activities of URSU, especially attending all meetings organized by URSU such as organs' meetings, public lectures, conferences, seminars and any other meetings organized by UR for the students;

- iii) Taking good care, managing and sharing efficiently the resources of URSU as well as those of UR;
- iv) Safeguarding the name and dignity of URSU, UR and that of the Nation;
- v) Applying their knowledge and skills for the betterment of the society;
- vi) Fighting against any kind of discrimination based on gender, ethnicity, race, religion, region and any other differentiating factor;
- vii) Fighting any form of corruption at UR and outside UR;
- viii) Fighting for gender equality and against any gender-based violence at UR and outside UR;
- ix) Respecting the rules and regulations that governs URSU and UR;

#### **ARTICLE 9: RIGHTS OF MEMBERS**

Members of URSU have the following rights:

- a) To freely express themselves while safeguarding the interests of the Union, University and of the Country;
- b) Equal rights and privileges to resources of URSU as well as to services it offers;
- c) Active members have the right to vote and to be voted for as provided by the statute of the students' Union;
- d) Every member has the right to know the performance of the Union through appropriate organs and channels;
- e) Every member has right to establish or to belong to any association which is not against the interests of URSU, UR and the Country;
- f) Every member has the right to appeal to URSU's Disputes Resolution Committee (Campus' or UR's Disputes Resolution as appropriate) in case of any unresolved matter among URSU members caused by any of its leaders. Should the Disputes Resolution Committee fail to resolve the case, a member may appeal to the General Assembly to hear the case;
- g) When faced with a problem, every member has the right to be helped and defended by appropriate organs of URSU;
- h) All members are considered equal before the rules and regulations of the Union.

## **ARTICLE 10: CESSATION OF MEMBERSHIP**

Membership ceases when a member:

1. Resigns willingly. However, active members are not allowed to resign because URSU advocates for the collective as well as individual interests of all the students.
2. Dies;
3. Is expelled from by the URSU's General Assembly due to failure to comply with the rules of URSU and/or those of the University of Rwanda. However, URSU cannot expel an active member because it advocates for the collective as well as individual interests of all the students.

## **CHAPTER III: ORGANS OF URSU**

### **ARTICLE 11: ORGANISATION OF URSU**

URSU is organized at Campus and UR levels.

### **ARTICLE 12 ORGANS OF URSU AT CAMPUS LEVEL**

At Campus level, URSU is composed of the following organs:

1. General Assembly
2. Board of Representatives
3. Executive Committee
4. Disputes Resolution Committee

### **ARTICLE 13: THE CAMPUS STUDENTS' UNION GENERAL ASSEMBLY**

#### **A) COMPOSITION OF THE GENERAL ASSEMBLY AT CAMPUS LEVEL**

1. URSU's General Assembly at campus level is formed by members of executive committee, members of Board of Representatives, class representatives and their assistants at the Campus.
2. The duration of membership to General Assembly is one academic year.

#### **B) ROLES AND RESPONSIBILITIES OF GENERAL ASSEMBLY AT CAMPUS LEVEL**

The General Assembly is the supreme organ of the Students' Union at the campus level and has the following responsibilities:

- 1) To approve the action plan presented by the Executive Committee in agreement with the students' Board of Representatives.

- 2) To approve financial management and to take decisions regarding the resources of campus students' Union.
- 3) To approve membership of the well-wishers and Alumnae of URSU at Campus level
- 4) To make a follow up on all interests of campus Students' Union.
- 5) To ensure that members pay their annual contribution.
- 6) To support, reject or change projects presented by Executive Committee.
- 7) To advise other organs.
- 8) To evaluate the performance of any member of the Campus Students' Union Organ.
- 9) To take any other decisions that are beneficial to campus Students' Union
- 10) To definitively remove from office of any member of Students' Union organ on its own motion or upon presentation of report of suspension of a member by Student's Board of Representatives.

### **C) MEETINGS OF THE GENERAL ASSEMBLY AT CAMPUS LEVEL**

- 1) The General Assembly convenes in its ordinary meeting once in a trimester and is chaired by the Guild President.
- 2) For the General Assembly to sit and take decisions, at least 2/3 of the members must be present. In case of lack of the 2/3 quorum, the meeting shall be postponed and shall be recalled after one week and be duly held regardless of the number of members present.
- 3) The Guild President can convene an extra ordinary General Assembly meeting when deemed necessary.
- 4) The extraordinary General Assembly can also be convened when requested by 2/3 of the General Assembly members.
- 5) When the Guild President refuses to convene the General Assembly meeting, the Vice Guild President can convene and chair the meeting with an approval of other members of Executive Committee.
- 6) When the Guild President and the Vice Guild President refuse to convene the General Assembly meeting, the President of Disputes Resolution committee can convene and chair the meeting.

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#### **D) AGENDA OF THE GENERAL ASSEMBLY MEETING AT CAMPUS LEVEL**

The agenda of the General Assembly is announced with the invitation sent by the Guild President seven (7) calendar days before its sitting. However, the agenda for the extraordinary General Assembly may be announced two (2) calendar days before its sitting. The General Assembly shall take place upon agreed time between Campus Students' Union and Campus administration.

#### **E) DECISION MAKING IN GENERAL ASSEMBLY**

The decisions of General Assembly are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot.

#### **ARTICLE 14: CAMPUS STUDENTS' BOARD OF REPRESENTATIVES**

##### **A) COMPOSITION OF THE CAMPUS STUDENTS BOARD OF REPRESENTATIVES**

1. The Campus Students' Board of Representatives shall be comprised of the following elected members:
  - a) Department representatives: 2 representatives per department elected by students of the department
  - b) School representatives: 2 representatives per school elected by class representative of the school
2. The students' board of representatives elects its bureau made up of:
  - a) Speaker of the board of representatives
  - b) Vice Speaker of the board of representatives
  - c) Secretary of the board of representatives
3. The duration of membership to Students' Board of Representatives is one academic year.

##### **B) DUTIES AND RESPONSIBILITIES OF CAMPUS STUDENTS' BOARD OF REPRESENTATIVES**

The Campus Students' Board of Representatives has the following duties and responsibilities:

- 1) To advise the Campus Executive Committee and Disputes Resolution Disputes Resolution committees
- 2) To promote and protect all students' interests concerning academics and welfare.
- 3) To inspect the activities of Campus Executive Committee.

- 4) To suspend Executive Committee and Disputes Resolution Disputes Resolution Committee members who have failed to perform their respective duties and/or are tarnishing the image of the Union. The decision of suspension shall be immediately submitted to General Assembly for approval in extraordinary meeting.
- 5) To establish or terminate Permanent and ad-hoc commissions for the betterment of the Union and appoint their members. Members of these commissions are drawn or voted from Campus Students' Board of Representatives.
- 6) To monitor the utilization of the Union's resources.
- 7) To determine incentives to be given to Union leaders or any other person when necessary.
- 8) To use its powers and call any one of the Executive Committee members to give explanations concerning her/his duties.
- 9) To use its authority to remove from office any of the members of students' Board of Representatives. In this situation, the case shall be reported to the Campus Executive Committee, Campus Disputes Resolution Committee and the UR Students' Union Executive Committee within 7 days.
- 10) To represent the students in the school and departmental councils respectively.
- 11) To identify and pursue other developmental programs that are beneficial to the Students' Union.

#### **C) MEETINGS OF THE STUDENTS' BOARD OF REPRESENTATIVES AT CAMPUS LEVEL**

The Campus Students' Board of Representatives shall convene in its ordinary meeting once every trimester. However, it can meet in extraordinary meeting whenever necessary. The Students' Board of Representatives meeting takes decisions only when 2/3 of the members are present. In case the meeting does not take decision due to lack of quorum, the next meeting shall be called by the speaker and will take decisions regardless of the quorum.

#### **D) AGENDA OF THE STUDENTS' BOARD OF REPRESENTATIVES MEETING AT CAMPUS LEVEL**

The agenda of the Students' Board of Representatives meeting is announced with the invitation sent by the Speaker of the board of representatives seven (7) calendar days before its sitting. However, the agenda for the extraordinary meeting may be announced two (2) calendar days before its sitting.

The Students' Board of Representatives meeting shall take place upon agreed time between Campus Students' Union and Campus administration.

### **E) DECISION MAKING IN STUDENTS' BOARD OF REPRESENTATIVES**

The decisions of Students' Board of Representatives are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

### **ARTICLE 15: ROLES AND RESPONSIBILITIES OF THE COMMITTEE OF THE CAMPUS STUDENTS' BOARD OF REPRESENTATIVES**

#### **THE SPEAKER OF CAMPUS STUDENTS' BOARD OF REPRESENTATIVES**

The Speaker of Students' Board of Representatives shall:

- a. Organize and chair meetings of the Students' Board of Representatives;
- a. Make daily follow-up on the work on commissions;
- b. Invite any member of the Campus Executive Committee where necessary to give explanations concerning her/his duties before the students' board of representatives.
- c. Receives reports of the URSU Campus Executive Committee and submits them the Students' Board of Representatives for examination.

#### **THE VICE SPEAKER OF CAMPUS STUDENTS' BOARD OF REPRESENTATIVES**

- a. Represent the speaker when s/he is absent or when delegated.
- b. Work in collaboration with the speaker to organize the agenda of meetings of the Students' Board of Representatives.
- c. Fulfill any other duties assigned to her/him by the Board of Representatives or its Chair.

#### **SECRETARY OF CAMPUS STUDENTS' BOARD OF REPRESENTATIVES**

The Secretary of campus Students' Board of Representatives shall:

- a) Prepare the minutes of the meetings of the Students' Board of Representatives.
- b) Organize, in collaboration with the Speaker and Deputy Speaker, the agenda of the meetings of the Board of Representatives.
- c) Receive and keep all letters written to Students' Board of Representatives.
- d) Sign the minutes of the meetings of the Board of Representatives together with the Speaker of the Board of Representatives
- e) Fulfill all other duties assigned by the Board of Representatives or its Speaker.



**ARTICLE 16: PERMANENT COMMISSIONS OF THE CAMPUS STUDENTS BOARD OF REPRESENTATIVES**

The Students' Board of representatives has the following permanent commissions:

- a) Commission in charge of resource audit.
- b) Commission in charge of finance
- c) Commission in charge of academics.
- d) Commission in charge of good governance
- e) Commission in charge health and social welfare
- f) Commission in charge of security and discipline
- g) Commission in charge of sports, leisure and culture, protocol and public relation
- h) Commission in charge of international students

Any other commission that is adopted by 2/3 of campus students' board of representatives

**ARTICLE 17: ADHOC COMMISSIONS OF THE BOARD OF REPRESENTATIVES**

The Campus Students' Board of Representatives may also establish ad hoc Commissions if deemed necessary to address special issues that cannot be addressed by the Permanent Commissions.

**ARTICLE 18: REPORTS OF COMMISSIONS OF THE CAMPUS BOARD OF REPRESENTATIVES**

The written reports of each commission are prepared by its secretary in collaboration with the commission leader. Copies of the reports are submitted to the Speaker of the Students' Board of Representatives and the concerned Minister.

**ARTICLE 19: THE CAMPUS STUDENTS' UNION EXECUTIVE COMMITTEE**

**A) COMPOSITION OF CAMPUS EXECUTIVE COMMITTEE AND THEIR MANDATE**

The Campus Students' Union Executive Committee is elected for a period of one academic year in accordance with article 37 of this Statute and is composed of the following:

1. Guild President
2. Vice Guild President
3. Secretary General
4. Minister in charge of Finance

5. Minister in charge of planning and production
6. Minister in charge of information
7. Minister in charge of social affairs, health and environment
8. Minister in charge of gender and protocol
9. Minister in charge of sports, culture and associations Minister in charge of security and discipline
10. Minister in charge of part time and evening students
11. Minister in charge of people with disabilities
12. Minister in charge of postgraduate studies

A campus with less than one thousand students shall have the authority to decide to elect lower number of Ministers than those listed in this Statute depending on its own circumstances.

The Guild President, Vice-Guild President and Secretary General constitute the Bureau of the Executive Committee of the Campus Students' Union.

## **B) DUTIES AND RESPONSIBILITIES OF CAMPUS EXECUTIVE COMMITTEE**

The Campus Executive Committee has the following authority and responsibilities:

1. To execute day to day activities of the Campus Students' Union.
2. To execute plans, orders, rules and regulations governing the Campus Students' Union.
3. To manage all profitable projects of the Campus Students' Union.
4. To make follow-up on activities that are planned by the Campus Students' Union.
5. To employ workers to help the Union in its important duties as may be advised by the students' Board of Representatives.
6. To approve, reject or stop any activities of the campus students' associations and clubs.
7. To take emergency decisions in agreement with the students' Board of Representatives and report to the General Assembly in next meeting.
8. To present to the General Assembly a report of activities accomplished during the trimester.

9. Represent campus students' union in meetings of the organs of UR as well as in other government institutions, regional and international where the campus Students' Union is invited.
10. Implement decisions of the campus students' Board of Representatives.
11. Give regular reports of activities to active members using written announcements or through General Assembly.
11. Receive a monthly report of activities from each and every Minister.

### **C) THE CAMPUS STUDENTS' UNION EXECUTIVE COMMITTEE'S MEETINGS**

- a) The Campus Students' Union Executive Committee meets at least once every month and is chaired by the Guild President.
- b) Members of the Executive Committee agree upon the day of the meeting.
- c) Where necessary 2/3 of the members can request the Guild President to convene an extraordinary meeting.

### **D) AGENDA OF THE EXECUTIVE COMMITTEE MEETING AT CAMPUS LEVEL**

The agenda of the Executive Committee meeting is announced with the invitation sent by the Guild President seven (7) calendar days before its sitting. However, the agenda for the extraordinary meeting may be announced two (2) calendar days before its sitting.

The Executive Committee meeting shall take place upon agreed time between Campus Students' Union and Campus administration.

### **E) DECISION MAKING IN STUDENTS' BOARD OF REPRESENTATIVES**

The decisions of Executive Committee are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

### **ARTICLE 20: DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE EXECUTIVE COMMITTEE OF THE CAMPUS STUDENTS' UNION**

#### **THE CAMPUS GUILD PRESIDENT**

The campus Guild President has the following roles and responsibilities:

1. S/he is the representative and spokesperson of the Campus students' Union.
2. S/he is the president of the Campus Students' Union General Assembly.
3. S/he calls and chairs the Executive Committee and the General Assembly meetings.

4. Together with the Vice Guild President and the General Secretary, s/he takes emergence decisions.
5. S/he works in favor of the Students' Union interests.
6. The Guild President together with Minister of finance shall be accountable for the use of Union's finances and they are the principal signatories.
7. S/he signs documents regarding:
  - a. Income generated by the Students' Union together with the production Minister
  - b. Resource auditing and evaluation of the Union's activities
  - c. Contracts for income generating activities.
  - d. Taking emergency decisions after seeking advice from the Executive Committee
  - e. Accountability of resources to the Students' Board of Representatives and the General Assembly on trimester basis.
8. During the Executive Committee meetings, when decisions are to be voted for and there is a draw, the Guild President's vote counts two votes.
9. The Guild President has authority to nominate her/his permanent adviser who advises the Executive Committee and other members of URSU in general;
10. Seeking friendship on behalf of Students' Union both within and outside the country.
11. The Guild President should convene a meeting of the Executive Committee, the Bureau of Students' Board of Representatives and the Disputes Resolution Committee at least once a trimester.
12. The guild president should submit an annual report of activities including financial statement to UR students' leadership and copy it to UR finances office.
13. To effectively perform other duties assigned to him/her by the executive committee.

### **THE CAMPUS VICE GUILD PRESIDENT**

The campus Vice Guild President has the following roles and responsibilities:

1. Deputizes and assists the Guild president and also represents her/him during her/his absence.
2. S/he is in charge of all academics related issues for both full and part time students.
3. Develops and supports all activities aimed at dissemination of information related to education, research and technology.
4. Effectively performs other activities assigned to her/him by the Executive Committee or the Guild President.

## **THE CAMPUS STUDENTS' UNION GENERAL SECRETARY**

The Campus Students' Union General Secretary has the following authority and responsibilities:

- 1) To receive letters addressed to the Campus Students' Union.
- 2) To keep all documents and records of the campus students' Union.
- 3) S/he is the secretary of the meetings bringing together the Executive Committee, General Assembly and the Board of Representatives as well as other Students' Union meetings. Together with the Guild President, S/he signs the written reports of the meetings.
- 4) S/he is responsible for managing the Campus Students' Union office.
- 5) Making a follow-up on the execution of duties in every minister.
- 6) Effectively performs any other duties assigned to her/him by the Executive Committee or the Guild President.

## **THE CAMPUS MINISTER IN CHARGE OF FINANCE**

The Minister in charge of finance has the following duties and responsibilities:

- 1) Managing the finances and knowing the financial status of the Campus students' Union
- 2) Responding to campus Students' Union finance related issues.
- 3) Following up the use of campus Students' Union finances and be, together with the Guild President, principal signatory to the Union's account
- 4) Receiving, inspecting, documenting and keeping finance related documents.
- 5) Receiving contributions, donations and other funds and depositing them on the campus Students' Union account.
- 6) Preparing campus Students' Union budget based on plans of action of each ministry.
- 7) Preparing a financial report of generated income of the Campus Students' Union and presenting it to the Campus Executive Committee, Students' Board of Representatives and the General Assembly.
- 8) Together with the Guild President, submits the financial report of Campus students' Union incomes to students' Board of Representatives and the General Assembly once every trimester.
- 9) To perform any other duties assigned to her/him by the executive committee or guild president.



### **CAMPUS MINISTER IN CHARGE OF PLANNING AND PRODUCTION**

The Campus Minister in charge of planning and production has the following duties and responsibilities:

- 1) Reinforcing existing production units.
- 2) Proposing new production units.
- 3) Ensuring good implementation of existing projects.
- 4) Planning and making follow-up of campus Students' Union profit making projects
- 5) Creating new projects.
- 6) Proposing innovative and pragmatic means to increase students' donation such as fundraising.
- 7) Together with the Guild President and finance minister, prepares the Students' Union budget.
- 8) Together with the Guild President, Finance Minister and Speaker organize the tender processes.
- 9) To perform any other duties assigned to her/him by the executive committee or Guild president.

### **CAMPUS MINISTER IN CHARGE OF INFORMATION**

The responsibilities of the campus Minister in charge of information are the following:

1. S/he is the spokesperson of the Students' Association.
2. S/he makes a communication plan of action and follows up on its execution.
3. To regularly communicate to members on activities of the students' union.
4. S/he is responsible for all announcements from the executive committee regarding Students' Union members.
5. Approving or rejecting all draft publications from Students' Union members.
6. S/he is the Chief Editor of the Students' Union newspaper.
7. To monitor whether the articles written by the students in private newspapers are not against the integrity of Students' Union, UR and the nation.
8. To distribute and keep newspapers and other sources that can provide information to the students and the community.
9. To seek for, deepen and strengthen friendship with other Students' Unions.
10. To perform any other duties assigned to him/her by the executive committee or Guild President.

### **CAMPUS MINISTER IN CHARGE OF SPORTS, CULTURE AND ASSOCIATIONS**

The Campus Minister in charge of sports, culture and associations has the following duties and responsibilities:

1. Coordinating all clubs and associations at the campus.
2. Receiving applications requesting formal registration of students' clubs and associations.
3. Monitoring the activities of all Students' Associations through reports presented to her/him by their leaders and settling disputes that may arise amongst them.
4. Making a plan of action regarding sports, leisure and culture in Students' Union and follow up on its execution.
5. Cooperating with UR's sports and culture officers in preparing and organizing sports and culture activities.
6. Representing campus Students' Union in sports, leisure and culture within and outside Rwanda.
7. Promoting and supporting all forms of arts and culture activities by Students' Associations and monitoring their execution.
8. Helping Students' Union members in organizing sports activities within and outside UR.
9. Striving for a good reputation of the Students' Union at all levels through competitions in sports, leisure and culture.
10. Performing any other duties assigned to her/him by the Executive Committee or the Guild President.

### **CAMPUS MINISTER IN CHARGE OF SOCIAL AFFAIRS, HEALTH AND ENVIRONMENT**

The campus Minister in charge of Social Affairs, Health and Environment has the following duties and responsibilities:

1. Making a plan of action regarding health, social welfare and environment and monitoring its execution.
2. Collaborating with UR staff in solving health, social welfare and environment related problems of the students' union members.
3. Collaborating with Campus' clinic staff in preventing epidemic diseases.
4. Receiving health, social welfare and environment complaints from the members and presents them to the campus management.



5. Monitoring and supervising the quality of services in the students' restaurant.
6. Monitoring and supervising hygiene on the campus and working with Campus Administration to address any identified problem.
7. Serving as a member of the committee that is in charge of accommodation.
8. Co-operating with the campus management in preparing the burial arrangements of deceased students.
9. Work with campus management in implementing health orders regarding the prevention of epidemics.
10. Performing any other duties assigned to him/her by the Executive Committee.

#### **CAMPUS MINISTER IN CHARGE OF SECURITY AND DISCIPLINE**

The Minister in charge of security and discipline has the following duties and responsibilities:

1. Preparing a plan of action for security and discipline and monitoring its execution.
2. Overseeing security and discipline at campus.
3. Working with security organs by informing them about the security situation at campus.
4. Interrogating any students' Union member suspected of having caused insecurity on campus and submitting a report to campus administration.
5. Following up cases of imprisoned members.
6. Performing any other duties assigned to her/him by the Executive Committee.

#### **CAMPUS MINISTER IN CHARGE OF GENDER AND PROTOCOL**

The campus Minister in charge of gender and protocol has the following duties and responsibilities:

1. Promoting gender among Students' Union members.
2. Fighting against gender-based violence.
3. Educating Students' Union members on the role of gender in the social and economic development of the country.
4. Receiving visitors to Campus Students' Union.
5. Promoting public relations in and outside UR.
6. Performing any other duties assigned to him/her by the executive committee.



### **CAMPUS MINISTER IN CHARGE OF PART TIME AND EVENING STUDENTS**

The Campus Minister in charge of part time students has the following duties and responsibilities

1. Preparing a plan of action that benefits part time and evening students and makes a follow up on its implementation.
2. Knowing and reporting to the Executive Committee challenges faced by part time and evening students.
3. Assisting UR academic staff in charge of part time and evening students in resolving their problems.
4. Representing part time and evening students in Executive Committee meetings.
5. Performing any other duties assigned to her/him by the Executive Committee

### **CAMPUS MINISTER IN CHARGE OF PEOPLE WITH DISABILITIES**

The Minister in charge of people with disabilities has the following duties and responsibilities:

1. Representing students with disabilities and advocating for their adequate academic and social support by the University's administrative and academic staff and managers as well as students.
2. Informing and mobilizing students with disabilities about Students' Union activities.
3. Performing any other duties assigned to her/him by the Executive Committee.

### **CAMPUS MINISTER IN CHARGE OF POSTGRADUATE STUDENTS**

The Campus Minister in charge of postgraduate students has the following duties and responsibilities:

1. Preparing a plan of action that benefits postgraduate students and making follow up on its implementation;
2. Knowing and reporting to the Executive Committee the challenges faced by postgraduate students;
3. Assisting UR academic staff in charge of postgraduate students in finding possible solutions to postgraduate students' specific problems;
4. Representing postgraduate students in Executive Committee meetings;
5. Representing postgraduate students in School and College Academic Councils. In case a College operates on several campuses, the Ministers in charge of postgraduate



- students elected from these campuses shall elect one of them to represent postgraduate students in the College Academic Council;
6. Performing any other duties assigned to him/her by the Executive Committee or Guild President.

#### **ARTICLE 21: CAMPUS DISPUTES RESOLUTION COMMITTEE**

##### **A) COMPOSITION OF CAMPUS DISPUTES RESOLUTION COMMITTEE**

1. The Campus Disputes Resolution Committee is made up of five people:
  - i. President
  - ii. Vice president
  - iii. Secretary
  - iv. Two advisers
2. The members of Disputes Resolution Committee are elected for a term of one academic year in accordance with article 38 of this Statute.

##### **B) DUTIES AND RESPONSIBILITIES OF THE DISPUTES RESOLUTION COMMITTEE**

The Disputes Resolution committee has the following duties and responsibilities:

1. Organizing and conducting all Campus Students' Union elections.
2. Organizing and conducting activities of swearing in ceremonies of the Executive Committee and the bureau of Students' Board of Representatives.
3. Creating awareness among students on URSU Statutes.
4. Settling disputes and conflicts among the members.
5. Advising any member of the association and issuing a warning letter in case of misconduct.
6. Resolving and settling disputes that may arise among the leadership of organs of the association.

##### **C) MEETINGS OF THE CAMPUS DISPUTES RESOLUTION COMMITTEE**

The President of Disputes Resolution Committee shall convene the meetings of the committee as often as the situation requires, but at least once a month.

The decisions of Dispute Resolution Committee are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

#### **ARTICLE 22: ORGANS OF URSU AT UR LEVEL**

At UR level, Students' Union comprises the following organs:

1. General Assembly
2. Guild Representative Council
3. Board of Speakers Council
4. Executive Committee
5. Disputes Resolution Committee

**ARTICLE 23: COMPOSITION OF URSU GENERAL ASSEMBLY**

Guild Representative Council acts as General Assembly of URSU at UR level.

**ARTICLE 24: THE GUILD REPRESENTATIVE COUNCIL (G.R.C)**

Membership, roles and responsibilities and meetings of G.R.C are as follows:

**A) MEMBERSHIP OF G.R.C**

The G.R.C of URSU shall be composed of the following:

- i) Chairperson of URSU, who is also the chair of GRC;
- ii) The Bureaus of the Executive Committees of all Campus Students' Union;
- iii) The Bureaus of the Board of Representatives of all Campus Students' Union;
- iv) The Bureau of the Disputes Resolution Committees of all Campus Students' Union;

**B) ROLES AND RESPONSIBILITIES OF THE G.R.C**

The G.R.C is the supreme administrative and decision-making organ of URSU. It shall have full powers and responsibilities of managing the affairs of URSU, its members and assets, for the purpose of fulfilling the vision and mission of the Union. The G.R.C. may delegate some of its powers to appropriate organs of URSU.

The GRC shall have the following responsibilities:

1. To provide a strategic vision of URSU;
2. To approve plans of action presented by UR and Campuses Students' Unions;
3. To approve financial management and take decisions regarding the resources of UR and Campuses Students' Unions.
4. To determine the amount of annual contribution to be paid by every active member.
5. To make a follow up on all interests of UR and Campuses Students' Union.
6. To support, reject or modify projects presented by UR or Campus Students' Unions
7. To assess and advise on the performance of UR and campuses Students' Union

8. To suspend or dismiss any member of the Executive or Disputes Resolution committees in case of failure to fulfill her/his respective duties or tarnishing the image of the Union.
9. To take any other decisions that is beneficial to UR Students Union.

### **C) MEETINGS OF THE G.R.C**

The Chairperson of G.R.C. shall convene a meeting of GRC once in a trimester and any other necessary time as required by its members.

### **D) AGENDA OF THE G.R.C**

The agenda of the G.R.C meeting is announced with the invitation sent by the Chairperson seven (7) calendar days before its sitting. However, the agenda for the extraordinary meeting may be announced two (2) calendar days before its sitting.

The G.R.C meeting shall take place upon agreed time between UR Students' Union and UR administration.

### **E) DECISION MAKING IN G.R.C**

The decisions of G.R.C are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

## **ARTICLE 25: UR STUDENTS' UNION BOARD OF SPEAKERS**

Membership, roles and responsibilities and meetings of the Board of Speakers are as follows:

### **A) MEMBERSHIP OF UR STUDENTS' UNION BOARD OF SPEAKERS**

1) At UR level, the Board of Speakers of URSU shall be composed of:

- i) One Speaker,
- ii) One Vice Speaker, and
- iii) One Secretary

2) Members of the URSU Board of Speakers are elected for a one academic year term. The Speaker, Vice Speaker and Secretary are respectively elected from the Speakers, Vice Speakers and Secretaries of Campuses Students' Unions.

### **B) ROLES AND RESPONSIBILITIES OF STUDENTS' BOARD OF SPEAKERS**

The UR Students' Board of speakers has the following roles and responsibilities:

1. To advise the URSU's Executive and Disputes Resolution Committees;
2. To promote and protect all students' academic and welfare interests;

3. To inspect the activities of the Executive Committee;
4. To monitor the resource utilization of the union;
5. To give, as requested by the executive committee, the incentives to union leaders or any other person when necessary;
6. To analyze draft proposals of rules and regulations governing the Students Union from the Executive Committee, the Disputes Resolution Committee or the Permanent and Ad-hoc commissions before they are sent to G.R.C. for approval.
7. To invite where necessary any of the Executive Committee members from Campuses to give explanation concerning their duties.

### **C) MEETINGS OF THE BOARD OF SPEAKERS:**

The URSU Board of Speakers shall meet once in a trimester and whenever the situation requires.

### **D) AGENDA OF THE G.R.C**

The agenda of the URSU Board of Speakers meeting is announced with the invitation sent by the Speaker seven (7) calendar days before its sitting. However, the agenda for the extraordinary meeting may be announced two (2) calendar days before its sitting.

The Speaker meeting shall take place upon agreed time between UR Students' Union and UR administration.

### **E) DECISION MAKING IN G.R.C**

The decisions of URSU Board of Speakers are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

## ***ARTICLE 26: THE UR STUDENTS' UNION EXECUTIVE COMMITTEE***

Membership, roles and responsibilities and meetings of the URSU Executive Committee are as follows:

### **A) COMPOSITION OF URSU EXECUTIVE COMMITTEE**

The URSU Executive committee shall be composed of the following persons:

- ❖ Chairperson;
- ❖ Deputy Chairperson in charge of academics
- ❖ Deputy Chairperson in charge of Administration and Finance
- ❖ Deputy Chairperson in charge of Associations

- ❖ General Secretary;
- ❖ Minister of gender and protocol;
- ❖ Minister in charge of students with disabilities;
- ❖ Minister in Charge of Postgraduate Studies.

Members of URSU are elected in accordance with articles 39-41 of this Statute.

## **B) POWERS AND FUNCTIONS OF URSU EXECUTIVE COMMITTEE**

The powers and functions of the URSU Executive Committee are as follows:

- a) Be responsible for the day to day running of URSU activities;
- b) Implement GRC decisions;
- c) To deal with emergency matters and report to and seek ratification from G.R.C at its next meeting;
- d) Deal with any petition lodged to it by any member through the office of the General Secretary related to the failure of any URSU organs to act as stipulated in the constitution;
- e) Appoint members of permanent commissions as provided for in this Constitution;
- f) Subject to this constitution, and where deemed appropriate, appoint an *ad-hoc* commissions for any specific task; provided it shall be dissolved upon completion of the said task.
- g) Deal with any matters affecting directly or indirectly the governance of URSU.

## **C) MEETINGS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall meet at least twice in a trimester.

## **D) AGENDA OF THE EXECUTIVE COMMITTEE**

The agenda of the Executive Committee meeting is announced with the invitation sent by the Chairperson seven (7) calendar days before its sitting. However, the agenda for the extraordinary meeting may be announced two (2) calendar days before its sitting.

The Executive Committee meeting shall take place upon agreed time between UR Students' Union and UR administration.

## **E) DECISION MAKING IN EXECUTIVE COMMITTEE**

The decisions of URSU Executive Committee are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

**ARTICLE 27: ROLES AND RESPONSIBILITIES OF URSU EXECUTIVE COMMITTEE OFFICE HOLDERS**

**THE URSU CHAIRPERSON**

The Chairperson of the Executive Committee (also called UR Guild President) has the following responsibilities:

- a) Shall be the legal representative and answerable to all matters of URSU;
- b) Shall articulate the policies of URSU and provide exemplary leadership;
- c) Shall be responsible for the coordination and proper functioning of all organs of UR Students' Union at UR level and Campus level;
- d) Shall defend and be answerable to UR Students' Union Constitution;
- e) Shall convene and chair all meetings of the UR Students' Union Executive Committee and Guild Representative Council unless incapacitated by cause of illness or any other valid reason.
- f) Shall sign the confirmed and approved minutes of meetings of UR Students' Union Executive Committee and GRC;
- g) Shall be ex-officio member of all permanent Committees and *ad-hoc* Committees of UR Students' Union;
- h) Shall be a co-signatory to all UR Students' Union accounts and other negotiable instruments;
- i) Shall represent URSU in the UR Board of Governors and the UR Senate;
- j) Where deemed necessary, the Chairperson shall represent students in UR meetings.
- k) Shall monitor through various UR and Campus Students' Unions the academic, welfare and co-curricular activities or conditions of the students and advocate appropriately;
- l) Shall have the following emergency powers:
  - 1) To call an emergency meeting of the Executive Committee, the GRC and/or Parliament provided that the meeting of the Parliament is called through the Speaker;
  - 2) To take emergency decisions by calling ad-hoc meetings on behalf of URSU
- m) Shall carry out any other duties that may be delegated to him/her by the Executive Committee or the GRC, provided that such duty or responsibility is consistent with rules and regulations.

### **THE URSU DEPUTY CHAIRPERSON IN CHARGE OF ACADEMICS**

The Deputy Chairperson (or Vice Guild President) in charge of academics shall:

- a) Be in charge of all academics related issues in the UR Students' Union.
- b) Represent all students in the academic senate meetings.
- c) Represent the Chairperson during her/his absence.
- d) Coordinate all activities related to academic and educational programs in close collaboration with the Campus Guild Vice Presidents who are responsible for academics.
- e) Effectively perform any other duties assigned to her/him by the Union or the Chairperson.

### **THE URSU DEPUTY CHAIRPERSON IN CHARGE OF ADMINISTRATION AND FINANCE**

The Deputy Chairperson (or Vice Guild President) in charge of Administration and Finance shall:

- (a) Make a follow up, in collaboration with the Finance Ministers of all campuses, on students' annual contribution fee to the Students' Union and on any other income;
- (b) Work with the UR Registrar to obtain data of the registered students and submit to the Deputy Vice-Chancellor for Finance (DVC-FIN) a request for disbursement of the students' membership fees to the URSU bank account.
- (c) Ensure the transfer by URSU to all campuses Students' Union accounts, their proportion of membership fee in not more than a period of five (5) working days after the money has been received from UR.
- (d) Be accountable for the management of the premium share of 10% of the total membership fee from all students under UR for the operations of URSU organs at UR level;
- (e) Elaborate the budget proposal of URSU and presents it in the GRC meeting.
- (f) Effectively perform any other duties assigned to her/him by the Union or the Chairperson.

### **URSU DEPUTY CHAIRPERSON IN CHARGE OF CULTURE SPORTS AND ASSOCIATIONS**

The Deputy Chairperson (or Vice Guild President) in charge of culture, sports and associations shall:



1. Coordinate, in collaboration with Campuses Students' Ministers of Culture, Sports and Associations, all campuses' and university's Student Clubs and Associations;
2. Ensure the correct implementation by all campuses of procedures for registration of Students' Clubs and Associations;
3. Monitoring the activities of all Students' Associations through reports presented to her/him campuses ministers of culture, sports and associations;
4. Prepare the UR Students' Union plan of action regarding sports, leisure and culture in Students' Union and monitor its execution;
5. Cooperate with UR's sports and culture officers in preparing and organizing sports and culture activities.
6. Represent UR Students' Union in sports, leisure and culture within and outside Rwanda.
7. Promote and support all forms of arts and culture activities by Students' Associations and monitoring their execution.
8. Help Students' Union members in organizing sports activities within and outside UR.
9. Strive for a good reputation of the Students' Union at all levels through competitions in sports, leisure and culture.
10. Perform any other duties assigned to her/him by the UR Executive Committee or the Guild President.

#### **THE URSU GENERAL SECRETARY**

The General Secretary shall:

- a) Receive letters addressed to the Union;
- b) Keep all documents and records of the union;
- c) Be the secretary of the meetings of the URSU Executive Committee and GRC;
- d) Be the secretary of the meetings bringing together all organs of the URSU and together with the Chairperson, sign written reports of those meetings;
- e) Be responsible for the functioning of the Union's office;
- f) Make a follow-up on the execution of the duties of the union;
- g) Effectively perform any other duties related to the URSU activities assigned to her/him by the Union or chairperson;

#### **URSU MINISTER IN CHARGE OF GENDER AND PROTOCOL**

The Minister in charge of gender and protocol shall:



- a) Together with the Chairperson, represent students in the UR Board of Governors;
- b) Be responsible for gender promotion and empowerment;
- c) Sensitize on gender related issues including violence;
- d) Coordinate all the activities of gender promotion in the UR Students' Union across all campuses;
- e) Coordinate the partnership activities between URSU and other higher learning institutions Students' Unions and partners;
- f) Plan, implement and monitor the activities relating to public relations;
- g) Effectively perform any other duties assigned to her/him by the union.

### **URSU MINISTER IN CHARGE OF STUDENTS LIVING WITH DISABILITIES**

The URSU Minister in charge of students living with disabilities shall:

1. Coordinate, in collaboration with Campuses Students' Union Ministers in charge of students living with disabilities, all advocacy activities for students living with disabilities;
2. Coordinate the information and mobilization campaign of students with disabilities about Students' Union activities.
3. Performing any other duties assigned to her/him by the Executive Committee.

### **URSU MINISTER IN CHARGE OF POSTGRADUATE STUDENTS**

The URSU Minister in charge of postgraduate students has the following duties and responsibilities:

1. Preparing a plan of action that benefits postgraduate students and making follow up on its implementation.
2. Coordinate with the Campus Ministers in charge of Postgraduate students to know and report to the Executive Committee the challenges faced by postgraduate students;
3. Assisting UR academic staff in charge of postgraduate students in finding possible solutions to postgraduate students' specific problems.
4. Representing postgraduate students in Executive Committee meetings;
5. Representing postgraduate students in UR Senate.
6. Performing any other duties assigned to her/him by the Executive Committee or Guild President.

## *ARTICLE 28: URSU DISPUTES RESOLUTION COMMITTEE*

### **COMPOSITION OF URSU DISPUTES RESOLUTION COMMITTEE**

1. The Campus Disputes Resolution Committee is made up of five people:
  - i. President
  - ii. Vice president
  - iii. Secretary
  - iv. Two advisers
2. The members of Disputes Resolution Committee at UR level are elected for a term of one academic year in accordance with article of 40 of this Statute.

### **DUTIES AND RESPONSIBILITIES OF URSU DISPUTES RESOLUTION COMMITTEE**

The Disputes Resolution committee has the following duties and responsibilities:

1. Organizing and conducting all URSU Students' Union elections.
2. Organizing and conducting activities of swearing in ceremonies of the executive committee and the bureau of students' board of representatives.
3. Coordinate with Campus Disputes Resolution Committees to create awareness among students on URSU Statutes.
4. Hearing and settling disputes and conflicts among members that Campus Disputes Resolution Committees have failed to settle.
5. Advising and disciplining any member of the association in case of misconduct.
6. Resolving and settling disputes that may arise among the leadership of organs of the association.

### **MEETINGS OF THE CAMPUS DISPUTES RESOLUTION COMMITTEE**

The President of Disputes Resolution Committee shall convene the meetings of the committee as often as the situation requires, but at least once a month.

The decisions of Dispute Resolution Committee are taken by consensus or, where there is no such consensus, by an absolute majority of votes by secret ballot. In case of a draw, the vote of the Chairperson of the meeting counts two votes.

## **CHAPTER IV: ELECTIONS OF UR STUDENTS' UNION ORGANS AT CAMPUS AND UR LEVELS**

### **GENERAL DISPOSITIONS**

#### *ARTICLE 29: ORGAN RESPONSIBLE FOR ELECTIONS AT CAMPUS AND UR LEVEL*

The elections are organized, coordinated and supervised by the Campus Students' Union Disputes Resolution Committee (at Campus level) and by UR Students' Union Disputes Resolution Committee (at UR level). The Disputes Resolution committee works closely with welfare and campus administrator to ensure smooth running of the elections.

#### *ARTICLE 30: THOSE TO BE ALLOWED TO CONTEST*

For any candidate to contest, she/he must fulfill the following:

1. S/he should be an active member of the Students' Union and a person of integrity.
2. S/he should have completed at least three trimesters in UR, except for the position of Class Representative in year one where any students duly registered in that class is eligible to contest for that position.
3. S/he must never have violated any of the Students' Union rules and regulations.

Any person, who acted contrary to the Students' Union's rules and regulations, is not allowed to be in any of the Students' Union leadership organs.

#### *ARTICLE 31: REQUIREMENTS OF THE EXECUTIVE COMMITTEE CANDIDATES*

1. Applications of the contestants for the posts in the Executive Committee should be submitted to the Disputes Resolution Committee 14 days before the elections.
2. The application letters of the contestants should specify the post being contested for, a CV and two passport photos.
3. The Disputes Resolution committee evaluates applications within 2 days after the deadline for submission.
4. After an evaluation of the applications, results are communicated to the candidates and to the entire members of the Union.
5. If a candidate's application was rejected, the candidate has the right to appeal to the bureau of the board of representatives in 24 hours after it was communicated to him/her. The decision taken by the Speaker should be approved by the Guild President.

### *ARTICLE 32: RIGHTS OF A CANDIDATE*

1. The Disputes Resolution committee informs the Union members of the day of elections and calls the Electoral College to come for elections.
2. A candidate shall send an observer of her/his choice in the voting room ONLY by writing an official letter to the "President of Disputes Resolution committee" specifying the person to be her/his Observer. The Observer, who must be a student, is not supposed to get involved in Disputes Resolution committee responsibilities.
3. A candidate is only allowed to withdraw his candidature in the period before 24 hours to the elections.

### *ARTICLE 33: HOW ELECTIONS ARE CONDUCTED*

1. Disputes Resolution Committee prepare and publish the list of members of electoral college at least 2 days before the day of election.
2. Before the start of elections in the voting room, the Disputes Resolution Committee shall thoroughly explain the voting procedures.
3. Voting is by secret ballot and it starts after checking and confirmation that at least 2/3 of members of Electoral College are present.
4. The winner is the one with the majority votes.
5. If the candidate for the post of Guild President is unopposed, s/he must have at least 50% plus one vote of the total votes.
6. In case two candidates draw, the elections are repeated for a second time and if no winner emerges, 2 more days are given for another round of campaigns.

### *ARTICLE 34: CAMPAIGNS*

1. The Disputes Resolution Committee communicates the names and displays the photos of the candidates who are allowed to be voted for five (5) days before the elections.
2. From that day the allowed candidates can start campaigning but should not defame each other during their campaigns.
3. Defamation of others or campaigning before the official date of the start of the campaign will result into disqualification of the candidate and termination of her/his candidature.
4. The ones allowed to contest for Executive Committee posts shall campaign before the electoral college 3 days before the elections.
5. Campaigning activities are stopped 24hrs before the elections are held.

### **ARTICLE 35: COUNTING OF VOTES**

1. The Disputes Resolution committee counts the votes and announces the winners immediately before the Electoral College.
2. A vote is counted void or null when:
  - a) The ballot paper is blank
  - b) Voting more than one person on the same post
  - c) The name written on the ballot paper is not on the list of candidates
  - d) The ballot paper used is found to be different from the official ones issued by Disputes Resolution committee.
  - e) Any other thing written on the ballot paper that is not the name of the candidate.

### **ELECTIONS AT CAMPUS LEVEL**

#### **ARTICLE 36: ELECTIONS OF STUDENTS' BOARD OF REPRESENTATIVES**

Under the coordination and supervision of the outgoing Campus Students' Union Disputes Resolution Committee, the elections the Students' Board of Representatives is organized as follows:

1. Elections are held in the 1<sup>st</sup> trimester of academic year within the first month after the beginning of the trimester.
2. Candidates contesting for the posts in the Students' Board of Representatives should be active member of the students' union.
3. Students in the same class elect their Class Representative and an Assistant Class Representative. This election is supervised by Campus administration.
4. Class representatives and their Assistants from the same department elect their Departmental Representative and an Assistant Departmental Representative who will represents the students of the Department in in the Campus Students Board of Representatives.
5. Departmental Representatives and their Assistant Representatives from the same department elect their School Representative and an Assistant School Representative.
6. Departmental and School Representatives and Assistant Representatives must not be from first year.
7. With the exception of candidates to class representative, all other candidates, i.e. both departmental representatives and school representatives, must submit their applications to the Disputes Resolution committee 3 days before the elections.

8. The elected Departmental and School Representatives and their Assistants constitute the Campus Students Board of Representatives. When a candidate is elected at the same time at Department and School level, s/he will renounce one position and next candidate in votes shall replace her/him.
9. One week after their elections, Departmental and School Representatives and Assistant Representatives, elect a Bureau of Students' Board of Representatives composed of:
  - the Speaker,
  - the Deputy Speaker and
  - The Secretary.
10. Candidates to the post of Speaker, Deputy Speaker and Secretary of the Board of Representatives submit their candidatures to the Campus Disputes Resolution Committee 5 calendar days before the date of election.
11. The elections of the Bureau of Students' Board of Representatives are conducted through secret ballot and supervised by the Campus' and UR' outgoing Disputes Resolution committees.
12. Results of Students' Board of Representatives are announced on the same day of elections in front of the Electoral College.

#### *ARTICLE 37: ELECTION OF THE EXECUTIVE COMMITTEE AT CAMPUS LEVEL*

- a. Elections are organized and conducted by the Disputes Resolution committee.
- b. The Guild President, Vice Guild President and the General Secretary are elected by the electoral college composed as follows:
  - i. Members of Board of Representatives
  - ii. Class representatives and their assistants
  - iii. Contestants to the positions of Guild President, Vice Guild President and the Secretary General
- c. After the election of the bureau of the Executive Committee, the Disputes Resolution Committee calls for applications for the ministerial posts, screens them and forwards the list to the incoming bureau of Executive Committee, incoming Speaker and outgoing Guild President.
- d. The elected Guild President together with the Speaker, the outgoing Guild President and the outgoing President of the Disputes Resolution Committee shall appoint Ministers within a period of three days (3) after the election of the Executive Committee.
- e. The term of office is one academic year.

### **ARTICLE 38: ELECTION OF DISPUTES RESOLUTION COMMITTEE**

1. Applications for election to Disputes Resolution Committee are submitted to the Speaker of Board of representatives within three (3) days after the elections of the bureau of the Executive Committee.
2. The bureau of the Board of Representatives shall select eight candidate-members of the Disputes Resolution Committee and submit them to the Executive Committee which then selects only five members of the Disputes Resolution Committee.
3. The swearing in of the newly elected Disputes Resolution committee shall be held before the General Assembly.
4. In case of the delay, nullification and postponement of the elections, the normal time provided in this statute shall not be dependable.

### **ELECTIONS AT UR-LEVEL**

#### **ARTICLE 39: ELECTIVE POSITIONS AT UR LEVEL.**

At UR level all organs are elected within one day. The President of Disputes Resolution shall send an invitation letter to all campuses informing them about the day of elections, list of candidates where applicable and all lists of member of electoral colleges of various organs for election. The invitation shall be received at least four (4) days before the Election Day.

At UR-level all Guild Presidents from UR-Campuses will be allowed to contest for any position of Executive Committee.

The following are the elective positions at UR level;

#### **For the Executive Committee;**

- The Chairperson
- The Deputy Chairperson in charge of academics
- The Deputy Chairperson in charge of administration and finance.
- The General Secretary
- The Minister of Gender and Protocol.
- The Minister of students living with disabilities
- The Minister of Postgraduate studies

#### **For the Board of Speakers**

- The Speaker of the Board
- The Deputy Speaker
- The Secretary of the Board.





**For the Disputes Resolution Committee**

- The President
- The Vice President
- The Secretary and
- Two (2) advisors

**ARTICLE 40: THE ELECTORAL BODY AT UR LEVEL**

1. The following do elect at UR level;
  - The Bureau of Executive Committee from all UR campuses
  - The Bureau of Board of Speakers from all UR campuses
  - The Bureau (President, Vice President and Secretary) of Disputes Resolution Committee from all UR campuses
2. The Members of Executive Committee at UR level must be voted from all the Guild Presidents at campus level. The same applies to the Speaker of the Board and the Disputes Resolution Committee.

**ARTICLE 41: SWEARING IN OF ALL COMMITTEES**

The swearing in of the campus Guild council committee is done in the presence of the general assembly.

**ARTICLE 42: TAKING THE OATH**

1. The incoming Guild Council should take an oath of this form:

*I....., before the General Assembly, solemnly swear that I will execute my duties with honesty and diligence. I promise to uphold the rules and regulations of association, institution and those of my country. Should I fail to adhere, I stand to be punished accordingly. SO, HELP ME GOD!*

2. Everybody who served in any of the association organs should be honored with a certificate as a person who sacrificed her/his time for the betterment of the association.

## THE HANDOVER

### ARTICLE 43: HANDOVER

The handover ceremony between the outgoing and incoming committees is done not later than seven days after the swearing in of the incoming committee.

The funding of the elections, swearing in and handover ceremony shall be negotiated with UR.

## CHAPTER V: FINAL PROVISIONS

### ARTICLE 44: STATUTE IN FORCE

This Statute repeals and replaces all provisions of prior Statute of URSU and its amendments. However, persons elected or appointed to a term of office based on the provisions of old Statute continue to serve the term for which they were elected or appointed to.

### ARTICLE 45: AMENDMENT OF THE STATUTES

The present Statutes can be amended on a proposal of absolute majority of the members of Guild Representative Council in joint meeting with Board of Speakers Council, Executive Committee and Dispute Resolution Committee at UR Level.

**This Statute governing the URSU comes into effect after the approval of the Guild President of the University of Rwanda On 26<sup>th</sup> / June / 2020**

Signature: 

