

CONSTITUTION
of the
NATIONAL UNION OF PRESBYTERIAN
STUDENTS- GHANA (NUPS-G)

PREAMBLE

We the members of the National Union of Presbyterian Students- Ghana (NUPS-G)

Sharing in the aspiration and the objectives of the Presbyterian Church of Ghana and recognizing the authority of the Scripture and the traditions of the Church in all our affairs.

In affirmation of our believe in the Holy Bible as the final authority in all matters of faith and conduct and in the Holy Trinity.

In fulfillment of the Commission of our Lord and Saviour Jesus Christ to make disciples of all nations and all people.

And in our resolve to unite, encourage, train educate and admonish the students especially Presbyterian students both within and without the Church, to have a closer relationship with our Lord Jesus Christ and to live at peace with ourselves and other people.

DO HEREBY ENACT AND ADOPT FOR OURSELVES THIS CONSTITUTION

CHAPTER 1

Article 1: THE CONSTITUTION

(1) THE AUTHORITY OF THE CONSTITUTION

This Constitution shall be the supreme law of the Union and any other law found to be inconsistent with any provision of this Constitution, shall to the extent of the inconsistency be null and void.

(2) THE DEFENCE OF THE CONSTITUTION

- (a) All Union members shall have the right and duty at all times to defend this Constitution.
- (b) Such member refer to in the above clause may petition the immediate higher court of the Union; provided where the breach is done by the National Council, the petition shall be filed at the General Assembly Office Directorate under which NUPS-G falls.

Article 2: NAME

The Union shall be known and referred to as the National Union of Presbyterian Students – Ghana (NUPS-G), hereinafter referred to as the Union.

Article 3: OBJECTIVES

The objectives of the Union shall be:

- (1) to bring all Presbyterian students in all Post-Basic Educational Institutions in the country under one umbrella and to foster good relationship among members in the Union.
- (2) to inculcate in members, the fear of God by means of effective Bible Study and Prayer and to encourage effective witnessing for the Lord Jesus Christ.
- (3) to foster co-operation with other Christian Movements in Ghana and elsewhere.
- (4) to establish branches of the Union in all Post-Basic Educational Institutions in Ghana.

Article 4: MEMBERSHIP

- (1) Membership shall be open to all Presbyterians in all Post-Basic Educational Institutions.
- (2) Every member shall be required to possess a NUPS-G membership card.
- (3) Every member shall belong to a Branch unless he/she is an alumnus.
- (4) Associate membership shall be open to :
 - (a) all members of the Presbyterian Church of Ghana other than members of the NUPS-G.
 - (b) students who are non-members of the Presbyterian Church of Ghana but express interest in the Union's activities and identify with the objectives and beliefs of NUPS-G.
- (5) Associate members shall not be made to hold office.

Article 5: MOTTO AND SLOGAN

Motto: 'For to me, to live is Christ and to die is gain.'
(Philippians 1:21)

- (2) Slogan: NUPS-G!
Response: For Christ!

Article 6: THE COURTS AND STRUCTURE OF THE UNION

- (1) The Union shall establish Courts of the Union which shall govern the Union.
- (2) The Courts of the Union shall be:
 - (a) The National Congress;

- (b) The Co-ordinating Branch Conferences;
- (c) The Sub-Co-ordinating Branch Council; and
- (d) The Co-ordinated Branch General Meeting.

(3) The Union shall have the hierarchical structure hereinafter listed:

- (a) The National Congress
- (b) The National Council
- (c) The National Executive Committee
- (d) The Co-ordinating Branch Conference
- (e) The Co-ordinating Branch Council
- (f) The Co-ordinating Branch Executive Committee
- (g) The Sub-Co-ordinating Branch Council
- (h) The Sub-Co-ordinating Branch Executive Committee
- (i) The Co-ordinated Branch General Meeting
- (j) The Co-ordinated Branch Executive Committee

Article 7: THE NATIONAL CONGRESS

(1) ESTABLISHMENT

- (a) There shall be a biennial National Congress.
- (b) In the year of Congress, there shall be no Co-ordinating Branch Conference unless otherwise determined by National Council.

(2) MEMBERSHIP

- (a) The National Congress shall consist of Delegates, Corresponding members and Observers.
- (b) The following members shall be Delegates:
 - i. The National Council members;
 - ii. 15 members of the Co-ordinating Branch Head;
 - iii. 5 members of the Sub-Co-ordinating Branch Head; and
 - iv. 2 members of the Co-ordinated Branch/ Posts.
- (c) The following shall be Corresponding members:
 - i. Five (5) representatives of Alumni from each Co-ordinating Branch Head;
 - ii. Legal Adviser(s);
 - iii. The Chairpersons of the Committees of the National Congress;
 - iv. Chaplains and Patrons of Co-ordinating Branch Head; and
 - v. any other persons as may be determined by the National Council.
- (d) The Observers shall include the following:
 - i. Members
 - ii. Alumni
 - iii. Associates
 - iv. Delegates from other partner churches
- (e) The Corresponding members and Observers shall not have voting right.

(f) The National Congress may at any time co-opt any person(s) to its Meeting, but no person(s) so co-opted shall be entitled to vote.

(g) The quorum at every Meeting shall be one half ($\frac{1}{2}$) of the delegates present.

(3) FUNCTIONS

The National Congress shall -

(a) be the Supreme Court of the Union and the highest decision making body of the Union;

(b) seek through its meeting to discover the will of God for the whole Union and in obedience to His will to lead the Union into fuller life and service;

(c) be the supreme factor of unity, community, mission among all its Branches and Committees and therefore bear the ultimate responsibility and authority of the Union;

(d) establish and administer the structure of the Union;

(e) approve the opening and closing of Co-ordinating Branch submitted by National Council;

(f) adopt the annual budget and approve the audited accounts of the Union for implementation;

(g) review the functions of the National Secretariat; and

(h) deliberate and decide on all matters concerning the whole Union in doctrine, worship, discipline and in government; and declare the mind of the Union.

(4) MEETING

(a) The National Congress shall meet biennially, which shall be organised by the Co-ordinating Branch hosting the National Secretariat unless the National Executive Committee in consultation with the National Council shall otherwise determine.

(b) Without prejudice to the preceding clause, the National Council may convene an Emergency National Congress in accordance with this constitution.

(c) Presiding at the National Congress shall proceed as follows –

- i. The National President shall preside over the Meetings of the National Congress and in the absence for a brief period, the National Vice President shall preside; and
- ii. In the absence of the Vice President, the National Council shall appoint an Acting Chairman among itself, preferably, any of the Co-ordinating Branch Presidents who shall preside.

(d) The validity of any proceedings of the National Congress shall not be affected by any vacancy in its membership or any defect in the appointment of any member thereof.

(e) Decisions shall arrived at by simple majority.

Article 8: THE EMERGENCY NATIONAL CONGRESS

(1) The National Council shall convene an Emergency Congress where there arises the need to amend,

revoke, suspend or consider any decision of the National Congress before the next Congress.

- (2) The decision of the Emergency National Congress shall be final and may only be reviewed by next National Congress.
- (3) The Emergency National Congress shall meet at such time and place as may be determined by the National Council.
- (4) The National President shall preside over the Meeting of the Emergency National Congress.
- (5) The Emergency National Congress shall consist of -
 - i. members of the National Council;
 - ii. five (5) delegates from each Co-ordinating Branch Head;
 - iii. three (3) delegates from each Sub-Co-ordinating Branch preferably from the Standing Committee;
 - iv. two (2) delegates from each Co-ordinated Branch preferably Presidents and Secretaries;
 - v. five (5) former National Council members, selected by National Council;
 - vi. legal adviser(s); and
 - vii. Chairpersons of the National Standing Committees.
- (6) The quorum at every meeting shall be two-thirds (2/3) of the membership.
- (7) The validity of any proceedings shall not be affected by any vacancy in its membership or any defect in the appointment of any member thereof.
- (8) Subject to the provision of this Constitution, the Emergency National Congress shall regulate its own procedure.

Article 9: THE NATIONAL COUNCIL.

(1) ESTABLISHMENT

The National Congress shall establish a National Council.

(2) MEMBERSHIP

- (a) The National Council shall consist of -
 - i. The National Executive Committee;
 - ii. The Co-ordinating Branch Presidents, Secretaries and Schools' Co-ordinators or their Assistants. In their absence, any other Executive member as the Co-ordinating Branch Executive may determine. Such person (s) have the voting right.
 - iii. The Immediate Past National President of the Union.
 - iv. Two (2) Representatives from NUPS-G Trinity Theological Seminary, Legon.
- (b) The Chairpersons of the Standing Committees at the National level may be invited to meetings of the National Council.

- (c) The National Council may co-opt any other person(s) to serve in the National Council for such purposes and such times as it may deem fit or may at any time co-opt any person (s) to its Meetings but no person(s) so co-opted shall be entitled to vote.
- (d) The membership of any Co-ordinating Branch representative or Committee on the Council who is transferred to another Co-ordinating Branch, shall terminate.

(3) FUNCTIONS

The National Council shall -

- (a) have the general oversight of the Union, and act in between Meetings of the National Congress;
- (b) deal with petitions and cases which concern the life and work of the Union and those which are submitted to it by the Co-ordinating Branches;
- (c) re-adjust, where necessary, the boundaries of Co-ordinating Branches and approve the recommendations of Co-ordinating Branch Councils about Sub-Co-ordinating boundaries;
- (d) create new Co-ordinating Branch and divide, unite or combine existing Co-ordinating Branches or portions of them as and when necessary subject to the approval of National Congress;
- (e) approve the opening and closing of Co-ordinated Branches/Posts
- (f) co-ordinate and review the work of the Co-ordinating Branches and the various Committees of the National Congress in the light of the policies and decisions of the National Congress;
- (g) keep under review the organization and functions of the National Executive Committee;
- (h) examine, vary or adopt the annual budget and approve the audited accounts of the Union for implementation;
- (i) set-up ad-hoc Committees when necessary;
- (j) set priorities within the framework of the mission of the Lord Jesus Christ; and
- (k) establish an administrative system to guide the execution of the Union's mission.

(4) MEETINGS

- (a) The National Council shall meet not less than four (4) times in a year.
- (b) The National Secretary shall give at least fourteen (14) days notice to the other National Council members.
- (c) A Co-ordinating Branch may requisition an Emergency National Council Meeting, provided that such a request shall be sent to the National Executive Committee at least three (3) weeks before the intended date for the meeting.
- (d) Where such meeting is requisitioned, the National Executive Committee may refuse to call a National Council Meeting by providing written reasons for the refusal within a week of receiving the letter. Provided however that where the requisition by a Co-ordinating Branch is supported by

two (2) other Co-ordinating Branches, the National Executive Committee shall call an Emergency Council Meeting.

- (e) The National President shall preside at the Meetings of the Council and in his absence the National Vice President shall preside or any National Executive Committee member.
- (f) Where none of the National Executive Committee members is present in an Emergency Council Meeting, any Co-ordinating Branch President so appointed shall chair and such decision shall be binding.
- (g) Members of the National Council shall keep in confidence matters considered at the Meetings of the Council. Any member who shall give unauthorized information shall be liable to an official rebuke; and where the offence is repeated, such a member shall be removed from membership of the National Council.

(5) QUORUM

(a) The quorum at every meeting shall be one half (½) of the membership.

(b) The validity of any proceedings of the National Council shall not be affected by any vacancy in its membership or any defect in the appointment of any member thereof.

Article 10: THE NATIONAL EXECUTIVE COMMITTEE

(1) ESTABLISHMENT

There shall be a National Executive Committee appointed from the Co-ordinating Branch Head hosting the National Secretariat upon approval from National Council, hereinafter, referred to as NEC.

(2) MEMBERSHIP

(a) The NEC shall comprise of

- (b) The President
- (c) The Vice President
- (d) The General Secretary
- (e) The Treasurer
- (f) The Financial Secretary
- (g) The Organizing Secretary
- (h) The Prayer Director

(3) FUNCTIONS

The NEC shall

- (a) set up and maintain the National Secretariat of the Union;
- (b) have the general oversight of the Union, and act in between Meetings of the National Council and report fully to the National Council its actions between the Meetings of the National Council;
- (c) co-ordinate and review the work of the Co-ordinating Branches and the various Committees of the National Congress in the light of the policies and decisions of the National Congress;

- (d) prepare agenda for the National Council and in consultation the National Council, prepare agenda for National Congress;
- (e) report fully to National Congress its stewardship on behalf of the National Congress;
- (f) prepare and submit a comprehensive budget and an audited account of the Union to the National Congress/ Co-ordinating Branch Conferences upon approval from National Council;
- (g) maintain the general welfare of all National Council members;
- (h) appoint ad-hoc Committees when necessary with approval of the National Council; and
- (i) establish and maintain relationship with other ecumenical bodies, having regard to the identity, life and mission of the Union.

Article 11 THE CO-ORDINATING BRANCH

(1) ESTABLISHMENT

- (a) A Co-ordinating Branch shall be established by the National Council, with the approval of the National Congress and shall be made up of Sub-Co-ordinating Branch(es).
- (b) A Branch may be considered for Co-ordinating Branch status if:-
 - i. the Branch has served as a Sub-Co-ordinating Branch for at least ten years;
 - ii. the Branch is economically self-sustaining;
 - iii. the Branch has demonstrated its ability to manage and co-ordinate such Branches that have been or may be put under its charge or control; and
 - iv. any other relevant factors.

(2) CO-ORDINATING BRANCH HEAD

There shall be a Co-ordinating Branch Head which is the seat of the Co-ordinating Branch.

- (a) It shall have an oversight responsibility over the Branches within its jurisdiction.
- (b) It shall plan the activities of the Co-ordinating Branch and presents it to the Co-ordinating Branch Council.
- (c) It shall lead, supervise and implement the decisions of the Co-ordinating Branch Council.
- (d) All Co-ordinating Branches in existence before the coming into force of this Constitution shall be deemed to have been established under this Constitution.

Article 12: CO-ORDINATING BRANCH CONFERENCE

(1) ESTABLISHMENT

There shall be a Co-ordinating Branch Conference which shall be an assembly of Representatives of Co-ordinating Branch Head, Sub-Co-ordinating Branches Head and Co-ordinated Branches/Posts

(2) MEMBERSHIP

- (a) A Co-ordinating Branch Conference shall consist of Delegates, Corresponding members and Observers.
- (b) The following members shall be Delegates:
 - i. the Co-ordinating Branch Council;
 - ii. 20 members of the Co-ordinating Branch Head;
 - iii. 10 members of the Sub-Co-ordinating Branch Head; and
 - iv. 2 members of the Co-ordinated Branch/ Posts.
- (c) The Corresponding members shall be the following:
 - i. Five (5) representatives of Alumni from the Co-ordinating Branch Head;
 - ii. Two (2) representatives of Alumni from each Sub-Co-ordinating Branch Head;
 - iii. Legal Adviser(s);
 - iv. The Chairpersons of the Standing Committees of the Co-ordinating Branch;
 - v. Chaplains and Patrons within the Co-ordinating Branch; and
 - vi. Any other persons as may be determined by the Co-ordinating Branch Council.
- (d) The Observers shall include the following:
 - i. Members
 - ii. Alumni
 - iii. Associates
 - iv. Delegates from other partner churches
- (e) The Corresponding members and Observers shall not have voting right.

(3) FUNCTIONS

The Co-ordinating Branch Conference shall:

- (a) be the highest decision making body of the Co-ordinating Branch;
- (b) take oversight responsibility of all matters affecting the Co-ordinating Branch within its bounds;
- (c) create or close down Sub-Co-ordinating Branch or Co-ordinated Branch/Posts when the need arises, with the approval of the National Council;
- (d) re-adjust the Sub-Co-ordinating Branches boundaries;
- (e) promote the mission of the Union and the Church within its bounds;
- (f) promote efficient administration within the Sub-Co-ordinating Branches/Co-ordinated Branches and Posts;
- (g) consider reports from the Sub-Co-ordinating Branches and Co-ordinating Branch Head;
- (h) discuss remissions from the National Congress or National Council; and
- (i) make proposals to the National Congress for consideration.

(4) MEETING

- (a) There shall be a Co-ordinating Branch Conference biennial unless otherwise determined by the National Council.
- (b) the Co-ordinating Branch Conference shall be presided as follows –
 - i. The Co-ordinating Branch President shall preside over the Meetings of the Co-ordinating Branch and in the absence for a brief period, the Co-ordinating Branch Vice President shall preside;
 - ii. In the absence of the Vice President, the Co-ordinating Branch Schools' Coordinator shall preside.
- (c) The validity of any proceedings of the Co-ordinating Branch Conference shall not be affected by any vacancy in its membership or any defect in the appointment of any member thereof.
- (d) The quorum at every Meeting shall be one half ($\frac{1}{2}$) of the delegates present.
- (e) The Co-ordinating Branch may at any time co-opt any person (s) to its Meeting, but no person(s) so co-opted shall be entitled to vote.
- (f) The decisions of Co-ordinating Branch Conference can be revoked by National Congress.

Article 13: THE CO-ORDINATING BRANCH COUNCIL

(1) ESTABLISHMENT

There shall be a Co-ordinating Branch Council.

(2) MEMBERSHIP

- (a) The Co-ordinating Branch Council shall consist of –
 - i. the Co-ordinating Branch Executive;
 - ii. the Sub-Co-ordinating Branch Presidents, Secretaries and Schools' Coordinators or their Assistants. In their absence, any other Executive member as the Sub-Co-ordinating Branch Executive may determine. Such person(s) have the voting right;
 - iii. the Immediate Past Co-ordinating Branch President; and
 - iv. the Chaplain of the Co-ordinating Branch Head.
- (b) The following may be in attendance –
 - i. the Patrons of the Co-ordinating Branch Head;
 - ii. the Chairpersons of Committees established under the Co-ordinating Branch; and
 - iii. the Presidents and Secretaries of the Co-ordinated Branches or Posts.
- (c) The Co-ordinating Branch Council may at any time invite any person to its meeting but the person so invited shall not be entitled to vote.

(3) FUNCTIONS OF CO-ORDINATING BRANCH COUNCIL

The Co-ordinating Branch Council shall

- (a) promote the spiritual and well being of members within the Co-ordinating Branch;
- (b) examine records and account of Co-ordinated Branches/ Posts and Sub-Co-ordinating Branches Head and Co-ordinating Branch Head;
- (c) organize evangelistic, educational and social services within its jurisdiction;
- (d) deal with disciplinary cases within the within its jurisdiction.
- (e) prepare and submit annual report to NEC at least thirty (30) days before Congress or Conference.
- (f) ensure that all monies due the National Secretariat are sent at the specified time; and
- (g) have power to remove from office any Executive within the Co-ordinating Branch in accordance with the provisions of this constitution.

(4) MEETINGS

- (a) The Co-ordinating Branch Council shall meet at least four (4) times in a year.
- (b) A Sub-Co-ordinating Branch may requisition an Emergency Co-ordinating Branch Council meeting. Such requisition shall be sent to the Co-ordinating Branch Executive Committee at least three (3) weeks before the intended date for the meeting.
- (c) Where such meeting is requisitioned, the Co-ordinating Branch Executive Committee may refuse to call a Co-ordinating Branch Council Meeting by providing written reasons for the refusal. Provided however that where the requisition by a Sub-Co-ordinating Branch is supported by two (2) other Sub-Co-ordinating Branches, the Co-ordinating Branch Executive Committee shall call an Emergency Council Meeting.
- (d) The Co-ordinating Branch President shall preside at the Meetings of the Council and in his absence the Co-ordinating Branch Vice President shall preside. In the absence of the Vice President, the Schools' Coordinator shall preside.
- (e) Members of the Council shall keep in confidence all matters that come to their knowledge by virtue of their position and shall not disclose any such information except authorized to do so or where the matter is already in the public domain.
- (f) Any member who shall give unauthorized information shall be liable to an official rebuke; and where the offence is repeated, such a member shall be removed from the membership of the Council.
- (g) The quorum of every meeting shall be one half($\frac{1}{2}$) of the membership.
- (h) The validity of any proceedings of the Co-ordinating Branch Council shall not be affected by any vacancy in its membership or any defect in the appointment of any member thereof.

Article 14: THE CO-ORDINATING BRANCH EXECUTIVE COMMITTEE

(1) ESTABLISHMENT

There shall be a Co-ordinating Branch Executive Committee appointed from the Co-ordinating Branch Head.

(2) MEMBERSHIP

The Co-ordinating Branch Executive Committee shall comprise of

- (a) President
- (b) Vice President
- (c) Schools' Co-ordinator
- (d) General Secretary
- (e) Treasurer
- (f) Assistant General Secretary
- (g) Assistant Schools' Co-ordinator (s)
- (h) Financial Secretary
- (i) Organizing Secretary
- (j) Prayer Secretary
- (k) Bible Study Co-ordinator
- (l) Welfare Secretary

(3) FUNCTIONS

- (a) have the general oversight of the Co-ordinating Branch, and act in between Meetings of the Co-ordinating Branch Council and report fully to the Co-ordinating Branch Council, its actions between the Meetings of the Co-ordinating Branch Council;
- (b) co-ordinate and review the work of the Co-ordinating Branch Head and Sub-Co-ordinating Branches and the various Committees of the Co-ordinating Branch in the light of the policies and decisions of the National Congress;
- (c) prepare and submit a comprehensive budget and an audited account of the Co-ordinating Branch to the National Congress/ Co-ordinating Branch Conferences upon approval from Co-ordinating Branch Council; and
- (d) set-up Committees when necessary.

Article 15: THE STANDING COMMITTEE OF THE CO-ORDINATING BRANCH EXECUTIVE COMMITTEE

(1) ESTABLISHMENT

There shall be established a Standing Committee of the Co-ordinating Branch Executive Committee.

(2) MEMBERSHIP

The Standing Committee of the Co-ordinating Branch Executive Committee shall consist of:

- (a) the Co-ordinating Branch President;
- (b) the Co-ordinating Branch Vice President;
- (c) the Co-ordinating Branch Schools' Coordinator;

- (d) the Co-ordinating Branch Secretary; and
- (e) the Co-ordinating Branch Treasurer

FUNCTIONS

The Standing Committee of the Co-ordinating Branch Council shall –

- (a) deal with matters requiring attention between the meetings of the Co-ordinating Branch Council and Co-ordinating Branch Executive Committee;
- (b) submit its minutes at a meeting of the Co-ordinating Branch Executive Committee for the ratification of its decisions; and
- (c) prepare agenda for the Co-ordinating Branch Executive Meeting and Co-ordinating Branch Council Meeting.

Article 16 THE SUB-CO-ORDINATING BRANCH

(1) ESTABLISHMENT

- (a) A Sub-Co-ordinating Branch shall be established by the Co-ordinating Branch, with the approval of the National Council and shall be made up of Co-ordinated Branches and /Posts.
- (b) A Branch may be considered for Sub-Co-ordinating Branch status if:-
 - i. The Branch is a tertiary institution;
 - ii. The Branch has served as a Co-ordinated Branch for at least ten (10) years;
 - iii. The Branch is financial self-sustaining and generally has some reasonable economic means;
 - iv. The Branch has demonstrated its ability to manage and co-ordinate such Branches that have been or may be put under its charge or control and any other relevant factors.
- (c) All Sub-Co-ordinating Branches in existence before the coming into force of this Constitution shall be deemed to have been established under this Constitution.

(2) CO-ORDINATING BRANCH HEAD

There shall be a Sub-Co-ordinating Branch Head which is the seat of the Sub-Co-ordinating Branch.

- (a) It shall have an oversight responsibility over the Branches within its jurisdiction.
- (b) It shall plan the activities of the Sub-Co-ordinating Branch and presents it to the Co-ordinating Branch Council.
- (c) It shall lead, supervise and implement the decisions of the Co-ordinating Branch Council.

Article 17: THE SUB-CO-ORDINATING BRANCH COUNCIL

(1) ESTABLISHMENT

There shall be a Sub-Co-ordinating Branch Council.

(2) MEMBERSHIP

- (a) The Sub-Co-ordinating Branch Council shall consist of –
 - i. the Sub-Co-ordinating Branch Executive;

- ii. the Co-ordinated Branch/ Posts Presidents and Secretaries;
- iii. the Immediate Past Sub-Co-ordinating Branch President; and
- iv. the Patron(s) and Chaplain of the Sub-Co-ordinating Branch Head.

(b) The Sub-Co-ordinating Branch Council may at any time invite any person(s) to its meeting but the person(s) so invited shall not be entitled to vote.

(3) FUNCTIONS

The Sub-Co-ordinating Branch Council shall

- (a) promote the spiritual and general well being of the members within its jurisdiction;
- (b) promote efficient administration of the Sub-Co-ordinating Branch;
- (c) examine records and account of Co-ordinated Branches/ Posts and Sub-Co-ordinating Branch Head;
- (d) organize evangelistic, educational and social services within its jurisdiction;
- (e) in consultations with the Patrons and Chaplains, deal with disciplinary cases and other matters referred to it by the Co-ordinated Branches/Posts in line with this Constitution;
- (f) discuss remissions from the Co-ordinating Branch Conference or Council.
- (g) ensure that all monies due to the Co-ordinating Branch or National Congress are sent at the specified time;
- (h) approve the an annual report and any other reports that may be required and submit to the Coordinating Branch Secretary at least 30 days before the Co-ordinating Branch Conference and 45 days before Congress.
- (i) submit proposals to the Co-ordinating Branch Conference or Co-ordinating Branch Council for consideration.

(4) MEETINGS

- (a) The Sub-Co-ordinating Branch Council shall meet least at three (3) times in a year.
- (b) Members of the Council shall keep in confidence all matters that come to their knowledge by virtue of their position and shall not disclose any such information except authorized to do so or where the matter is already in the public domain.
- (c) Any member who shall give unauthorized information shall liable to an official rebuke; and where the offence is repeated, such a member shall be removed from the membership of the Council.
- (d) The quorum of every meeting shall be one-half (½) the membership.
- (e) The validity of any proceedings of the Co-ordinating Branch Council shall not be affected by any vacancy in its membership or any defect in the appointment of any member thereof.

- (f) The decisions of the Sub-Co-ordinating Branch Council shall be submitted to the Co-ordinating Branch Council Meetings in a situational report.

Article 18: THE SUB-CO-ORDINATING BRANCH EXECUTIVE COMMITTEE

ESTABLISHMENT

There shall be a Sub-Co-ordinating Branch Executive Committee appointed from the Sub-Co-ordinating Branch Head.

(2) MEMBERSHIP

The Sub-Co-ordinating Branch Executive Committee shall comprise of

- (a) President
- (b) Vice President
- (c) Schools' Co-ordinator
- (d) General Secretary
- (e) Treasurer
- (f) Assistant General Secretary
- (g) Assistant Schools' Co-ordinator
- (h) Financial Secretary
- (i) Organizing Secretary
- (j) Prayer Secretary
- (k) Bible Study Co-ordinator

(3) FUNCTIONS

The Sub- Co-ordinating Branch Executive Committee shall

- (a) have the general oversight of the Union, and act in between Meetings of the Sub-Co-ordinating Branch Council and report fully to the Sub-Co-ordinating Branch Council its actions between the Meetings of the Sub-Co-ordinating Branch Council;
- (b) deal with petitions and cases which concern the life and work of the Union and those which are submitted to it by the Co-ordinated Branches/ Posts;
- (c) co-ordinate and review the work of the Co-ordinated Branches/ Posts and the various Committees of the Sub-Co-ordinating Branch in the light of the policies and decisions of the National Congress/ Co-ordinating Branch Conferences;
- (d) prepare and submit a comprehensive budget and an audited account of the Union to the Co-ordinating Branch Conferences or yearly upon approval from Sub-Co-ordinating Branch Council; and
- (e) set-up Committees and ad hoc Committees when necessary.

Article 19: THE STANDING COMMITTEE OF THE SUB-CO-ORDINATING BRANCH EXECUTIVE COMMITTEE

(1) ESTABLISHMENT

There shall be a Standing Committee of the Sub-Co-ordinating Branch Council.

(2) MEMBERSHIP

The Standing Committee of the Co-ordinating Branch Council shall consist of –

- (a) the Sub-Co-ordinating Branch President
- (b) the Sub-Co-ordinating Branch Vice President
- (c) the Sub-Co-ordinating Branch Secretary
- (d) the Sub-Co-ordinating Branch Schools' Coordinator
- (e) the Sub-Co-ordinating Branch Treasurer

(3) FUNCTIONS

The Standing Committee of the Sub-Co-ordinating Branch Council shall –

- (a) deal with matters requiring attention between the meetings of the Sub-Co-ordinating Branch Executive Committee;
- (b) submit its minutes at a meeting of the Sub-Co-ordinating Branch Executive Committee for the ratification of its decisions; and
- (c) prepare agenda for the Sub-Co-ordinating Branch Council in consultation with the Sub-Co-ordinating Branch Executive Committee and Sub-Co-ordinating Branch Executive Committee Meetings.

Article 20 THE CO-ORDINATED BRANCH

(1) ESTABLISHMENT

- (a) A Co-ordinated Branch shall be established by the Co-ordinating Branch, with the approval of the National Council.
- (b) A Branch may be considered for Co-ordinated Branch status if:-
 - i. It has served as a Co-ordinated Posts for at least five years.
 - ii. It is seen to be active in the activities of the Union and any other relevant factors.
 - iii. A Branch shall be inaugurated by the NEC for and behalf of the National Council. The NEC may designate the Co-ordinating Branch to conduct the inauguration on its behalf.

Article 21: THE CO-ORDINATED BRANCH EXECUTIVE

(1) ESTABLISHMENT

There shall be a Co-ordinated Branch Executive Committee appointed from the membership.

(2) MEMBERSHIP

- (a) The Co-ordinated Branch Executive shall comprise of -
 - i. President
 - ii. Vice President
 - iii. General Secretary
 - iv. Treasurer
 - v. Assistant General Secretary
 - vi. Financial Secretary

- vii. Organizing Secretary
- viii. Prayer Secretary
- ix. Bible Study Coordinator
 - x. House/ Hall Representatives
- xi. Music Director
- xii. Technical Director

(b) Where the membership is less than thirty (30), the following from the preceding clause shall constitute the Executive Committee of the branch i, ii iii, v, vii, viii and xi.

(c) Other Executives may be appointed upon the approval from the Co-ordinating Branch Council.

(3) MEETINGS

The Branch Executive shall meet at least once every month and may be convened for an emergency meeting at the instance of the President.

(b) Half ($\frac{1}{2}$) of its membership shall form a quorum for a meeting to be held.

(c) The President shall preside over all meetings. In his/her absence the Vice President shall act.

(4) FUNCTIONS

The Executive shall

(a) be responsible for the spiritual oversight of all members and of all work of the Union, maintenance of Christian order and discipline, and the administration of the Union affairs;

(b) draw up programmes that will promote spiritual and physical growth of the members;

(c) arrange for meetings;

(d) encourage members to study the Bible seriously and pray fervently and promote the spread of the gospel;

(e) keep accurate roll of the members and revise it on a regular basis;

(f) take pastoral responsibilities towards those who lapse from regular participation in the meetings and the service of the Union;

(g) visit the sick, needy, bereaved and the distressed;

(h) manage, maintain and take due care of the properties of the Union and handover all properties of the Union in their possession to in-coming administration;

(i) establish and supervise all sub-groups and committees in the Union for the efficient discharge of its functions;

(j) organize General meeting at least once a term/semester

- (k) elect delegates to National Congress, Co-ordinating Branch Conferences, and meetings and fulfill its obligations to the Sub-Co-ordinating Branch/ Co-ordinating Branch;
- (l) nominate successive executives for vetting and approve vetted executives for their succession; ;
- (m) ensure that all reports going out are well prepared and the true fact of the situation are stated; and
- (n) meet regularly when possible but at least monthly to assess, review and plan the activities of the Union.

Article 22 THE BRANCH GENERAL MEETING

(1) ESTABLISHMENT

There shall be a Branch General Meeting at least once a term or semester.

(2) MEMBERSHIP

The Branch General Meeting shall comprise of –

- i. The Branch Executive
- ii. The enrolled or registered members of the Branch/Posts

(3) FUNCTIONS

The Branch General Meeting shall -

- i. be the supreme organ of the Union at the branch level.
- ii. receive and consider reports of the Executive.
- iii. make decisions on matters affecting the Union at the Branch level and such decisions can only be revoked by the next higher hierarchy.

Article 23. CO-ORDINATED POSTS

- (1) There shall be a Co-ordinated Post in a school where the Union has not been inaugurated.
- (2) The Co-ordinated Posts shall perform similar duties as a Co-ordinated Branch and have its own Executive.

CHAPTER 2

Article 24 FUNCTIONS OF THE UNION OFFICERS

(1) NATIONAL OFFICERS

(a) PRESIDENT

He/ She shall

- i. see to the spiritual and general growth of the Union;
- ii. ensure that the aims and policies of the Union are strictly adhered to;
- iii. be responsible for the general running of the Union;
- iv. preside over all meetings at NEC, National Council and National Congress;
- v. have the power to exercise a casting vote in those meetings in the above clause;
- vi. represent the Union relation to the Church and other ecumenical bodies as and when necessary;
- vii. be a signatory of the Union's account.

- viii. be thoroughly conversant with the activities of the Union;
- ix. control and organize the NEC effectively and efficiently; and
- x. perform other duties as may be assigned to him/her by National Congress or National Council.

(b) VICE PRESIDENT

He/ She shall

- i. assist the President and be responsible for the running of the Union in the absence of the President;
- ii. draw and submit to the National Council for approval of all evangelistic programmes and see to the implementation;
- iii. represent the Union on the Committee of Evangelism at the General Assembly level and with the knowledge of NEC represent the Union on other Committees;
- iv. coordinate or oversee the activities of the National Standing Committees of the Union;
- v. co-ordinate the co-ordination activities of the Union;
- vi. be in charge of honoraria;
- vii. perform other duties as may be assigned to him/her; and
- viii. be responsible to the President.

(c) GENERAL SECRETARY

1. He/ She shall

- i. have administrative oversight of the Union;
- ii. be the representative and spokesperson of NUPS-G in relation to the Church and other bodies as and when necessary;
- iii. keep accurate records of the Union;
- iv. communicate decisions of the National Congress and National Council to person(s) and organizations concerned and carry out all the instructions of the National Congress and National Council;
- v. be responsible for the recording, printing, publications and distribution of the National Congress and National Council minutes and reports including statistics;
- vi. be in charge of all the official documents of the Union;
- vii. prepare reports of the National Congress, National Council and NEC and present to the National Council and the National Congress;
- viii. be responsible for the publications of the Union materials in consultations with the appropriate Committees;
- ix. head a team of drafters at National Congress;
- x. present National Congress minutes at Congress;
- xi. disseminate information from the National Congress and National Council as required;
- xii. co-ordinate legal matters in conjunction with the legal advisers of the Union;
- xiii. be responsible for the documentation and registration of properties of the Union;
- xiv. issues notices for special meetings. If he/she does so it shall be on the instructions of the National President and such instructions shall appear on the notices;
- xv. have power to act in consultation with the NEC, in situation that needs immediate action. Such action shall however be reported at the appropriate time to the National Council and the NEC;
- xvi. perform any other functions that may be assigned by the National Congress, National Council and NEC from time to time; and
- xvii. be responsible to the National President;

- 2. Any letter or document signed by the National Secretary in that capacity shall be presumed to bear the authority of the Union.

3. The National Secretary shall dispose of all formal letters without reference to the National Council. This shall include cases upon which the National Congress and or National Council have already declared a clear principle or rule. The Secretary shall, however, consult the National President before disposing of other matters.

(d) TREASURER

He/ She shall

- i. be responsible for keeping, receiving and disbursing the Union's money as directed by National Council or NEC;
- ii. be a signatory to the accounts;
- iii. on request of the Financial Secretary, submit records of all monies received and payments made;
- iv. keep an imprest as determine by the NEC;
- v. keep records of the assets of the Union and ensure their safety and maintenance;
- vi. serve on any National Financial Committee ; and
- vii. be assigned duties as and when decided by the National Council or NEC.

(e) FINANCIAL SECRETARY

He/ She shall

- i. keep the fiscal records of the Union;
- ii. give statement of accounts at NEC meeting and also any time upon request by a member of the National Council at National Council meetings;
- iii. present half year statement of accounts to National Council;
- iv. be the member of any National Financial Committee
- v. in conjunction with the Committee on Fundraising suggest ways of raising funds and inform National Council accordingly for implementation;
- vi. prepare annual budget to NEC for onward transmission to National Council for consideration and approval;
- vii. present financial records for auditing at least four (4) weeks before Congress;
- viii. present financial report at Congress; and
- ix. be assigned duties as and when decided by the NEC or National Council;

(f) ORGANISING SECRETARY

He/ She shall

- i. be responsible for the arrangement and preparation of the Union's meeting premises;
- ii. be in charge of the advertisement and publicity of the Union's programmes;
- iii. be a member of all National Committees where necessary;
- iv. keep inventory of the physical assets and properties of the Union;
- v. periodically prepares welfare plans for National Council and NEC;
- vi. be assigned duties as and when decided by the NEC or National Council;

(g) PRAYER DIRECTOR

He/ She shall

- i. direct and co-ordinate the prayer affairs of the Union;
- ii. send prayer bulletins to the various Co-ordinating Branches;
- iii. liaise with the Committees on Bible Study and Social and Moral to make the materials available;
- iv. assist the Organising Secretary in the dispensation of his duties; and
- v. be assigned duties as and when decided by the NEC or National Council;

(2)CO-ORDINATING BRANCH OFFICERS

(a) PRESIDENT

- i. see to the spiritual growth of the Co-ordinating Branch and ensure that the aims and policies of the Union are strictly adhere to;
- ii. be responsible for the general running of the Co-ordinating Branch;
- iii. preside over all meetings at Co-ordinating Branch Executive Meeting, Co-ordinating Branch Council and Co-ordinating Branch Conference;
- iv. be a signatory to the Union accounts;
- v. have the power to exercise a casting vote in those meetings in the above clause;
- vi. represent the Co-ordinating Branch at National Congress, National Council, Church and other relevant Bodies;
- vii. be thoroughly conversant with the activities of the Union; and
- viii. control and organize the Executive effectively and efficiently

(b) VICE PRESIDENT

He/ She shall

- i. assist the President and responsible for the running of the Co-ordinating Branch in the absence of the President;
- ii. draw and submit to the Co-ordinating Branch Council and Co-ordinating Branch Executive for approval all evangelistic programmes in the Co-ordinating Branch and see to the implementation;
- iii. be responsible for P-SICE and head the P-SICE Committee;
- iv. co-ordinate or oversee the activities of the Standing Committees and ad hoc Committees of the Co-ordinating Branch;
- v. be in charge of honoraria;
- vi. perform other duties as may be assigned to him/her by the President or Co-ordinating Branch Executive; and
- vii. be responsible to the President

(c) SECRETARY

1. He/ She shall

- i. be responsible to the Co-ordinating Branch President;
- ii. have administrative oversight of the Co-ordinating Branch;
- iii. represent the Co-ordinating Branch at the National Council and any other Committee as may determined by the Co-ordinating Branch Council;
- iv. speak and act officially in the name of the Co-ordinating Branch according as the Co-ordinating Branch authorizes;
- v. keep accurate records of all members in the Co-ordinating Branch;
- vi. communicate decisions of the Co-ordinating Branch Conference and Co-ordinating Branch Council to person (s) and organizations concerned;
- vii. carry out all the instructions of the Co-ordinating Branch Conference and Co-ordinating Branch Council;
- viii. be responsible for the recording, printing, publications and distribution of the Co-ordinating Branch Council minutes and reports including statistics;
- ix. be in charge of all the official documents of the Co-ordinating Branch and keep inventory of the records and properties of the Co-ordinating Branch;
- x. prepare reports of the Co-ordinating Branch and present to the National Council and the National

Congress;

- xi. disseminate information from the National Congress and National Council as required;
- xii. co-ordinate legal matters in conjunction with the legal advisers of the Union;
- xiii. be responsible for the documentation and registration of properties of the Union within the Co-ordinating Branch;
- xiv. issues notices for special meetings. If he/she does so it shall be on the instructions of the Co-ordinating Branch President and such instructions shall appear on the notices; and
- xv. perform any other functions that may be assigned by the Co-ordinating Branch and the Co-ordinating Branch Council from time to time.

2. Any letter or document signed by the Co-ordinating Branch Secretary in that capacity shall be presumed to bear the authority of the Co-ordinating Branch.

3. The Co-ordinating Branch Secretary shall dispose of all formal letters without reference to the Co-ordinating Branch Council. This shall include cases upon which the National Congress and or Co-ordinating Branch Conference have already declared a clear principle or rule. The Co-ordinating Branch Secretary shall, however, consult the Co-ordinating Branch President before disposing of other matters.

(d) ASSISTANT GENERAL SECRETARY

He/ She shall

- i. assist the Secretary in his/her duties and act as the Secretary in the absence of the Secretary;
- ii. be the Secretary of the P-SICE Committee;
- iii. head a team of drafters at Co-ordinating Branch Conference;
- iv. perform any other duty as may be assigned to him/her by the President or the Co-ordinating Branch Executive.

(e) TREASURER

He/she shall

- i. be responsible for keeping, receiving and disbursing the Union's money as directed by Co-ordinating Branch Council or Co-ordinating Branch Executive Committee;
- ii. be a signatory to the accounts;
- iii. on request of the Financial Secretary, submit records of all monies received and payments made;
- iv. keep an imprest as determine by the Co-ordinating Branch Executive Committee;
- v. keep records of the assets of the Union and ensure their safety and maintenance;
- vi. serve on any Co-ordinating Branch Financial Committee; and
- vii. be assigned duties as and when decided by the Co-ordinating Branch Executive Committee or Co-ordinating Branch Council

(f) FINANCIAL SECRETARY

He/ She shall

- i. keep the fiscal records of the Union;
- ii. give statement of accounts at meeting and also any time upon request by the National Council or Coordinating Branch Conference and/ Council;
- iii. be the member of any Financial Committee
- iv. in conjunction with the fundraising Committee set up suggest ways of raising funds and inform Co-ordinating Branch Council accordingly for implementation;
- v. present financial records for auditing at least four (4) weeks before Congress and Co-ordinating

Branch Conference;

- vi. present financial report at Co-ordinating Branch Conference and
- vii. be assigned duties as and when decided by the Co-ordinating Branch Council or Co-ordinating Branch Executive.

(g) ORGANISING SECRETARY

He /She shall

- i. be responsible for the arrangement and preparation of the Union's meeting premises;
- ii. be in charge of the advertisement and publicity of the Union's programmes both within and outside campus;
- iii. be a member of all committees where necessary;
- iv. be a member of the P- SICE Committees;
- v. be assigned duties as and when decided by the Co-ordinating Branch Council or Co-ordinating Branch Executive.

(h) PRAYER SECRETARY

He/ She shall

- i. prepare and distribute prayer bulletins to Co-ordinating Branch Council
- ii. lead all prayer meetings of the Union or shall appoint who to lead;
- iii. be a member of the P-SICE Committees; and
- iv. be assigned duties as and when decided by the Co-ordinating Branch Council and / Executive.

(i) SCHOOLS' CO-ORDINATOR

He/ She shall

- i. be in charge of all schools under Co-ordinating Branch;
- ii. be responsible for the organization of rallies and Leadership Training Seminars within the Co-ordinating Branch;
- iii. present a report of co-ordination activities to the Co-ordinating Branch Council and/ Executive;
- iv. head of the Co-ordinators' Committee;
- v. be assigned duties as and when decided by the Co-ordinating Branch Council and or Executive.

(j) ASSISTANT SCHOOLS' CO-ORDINATOR(S)

He/ She shall

- i. assist the Schools' Co-ordinator in executing his/her duties; and
- ii. be assigned duties as and when decided by the Co-ordinating Branch Council and/ Executive.

(k) BIBLE STUDY CO-ORDINATOR

He/ She shall

- i. liaise with the Committee on Bible Study and make available Bible Studies outline to all Branches;
- ii. organize training for Bible Study leaders within the Co-ordinating Branch; and
- iii. be assigned duties as and when decided by the Co-ordinating Branch Council and / Executive.

(l) WELFARE SECRETARY

He/ She shall

- i. periodically prepares welfare plans for Co-ordinating Branch Council and / Executive; and
- ii. be assigned duties as and when decided by the Co-ordinating Branch Council and / Executive

(3) SUB-CO-ORDINATING BRANCH

(a) PRESIDENT

He/ She shall

- i. see to the spiritual growth of the Sub-Co-ordinating Branch and ensure that the aims and policies of the Union are strictly adhere to;
- ii. be responsible for the general running of the Sub-Co-ordinating Branch;
- iii. preside over all meetings both Sub-Co-ordinating Branch Council and/ Executive;
- iv. have the power to exercise a casting vote in those meetings in the above clause;
- v. represent the Union at National Congress, Co-ordinating Branch Conferences, Co-ordinating Branch Council, Church and other relevant ecumenical Bodies;
- vi. be a signatory to the Union's account;
- vii. be thoroughly conversant with the activities of the Union; and
- viii. control and organize the Executive effectively and efficiently

(b) VICE PRESIDENT

He/ She shall

- i. assist the President and responsible for the running of the Sub-Co-ordinating Branch in the absence of the President;
- ii. draw and submit to the Sub-Co-ordinating Branch Executive for approval all evangelistic programmes in the Sub-Co-ordinating Branch in collaboration with the Schools' Co-ordinators and see to the implementation;
- iii. co-ordinate or oversee the activities of all Committees of the Sub-Co-ordinating Branch;
- iv. be in charge of honoraria;
- v. perform other duties as may be assigned to him/her by the President or Executive; and
- vi. be responsible to the President

(c) SECRETARY

1. He/ She shall

- i. be responsible to the Sub-Co-ordinating Branch President;
- ii. have administrative oversight of the Sub-Co-ordinating Branch;
- iii. represent the Sub-Co-ordinating Branch at the Co-ordinating Branch Council and any other Committee as may determined by the Co-ordinating Council or Sub-Co-ordinating Branch Council;
- iv. speak and act officially in the name of the Sub-Co-ordinating Branch according as the Sub-Co-ordinating Branch authorizes;
- v. keep accurate records of data in the Sub-Co-ordinating Branch;
- vi. communicate decisions of the Sub-Co-ordinating Branch Council to persons and organizations concerned and carry out all the instructions of the Co-ordinating Branch Conference and Sub-Co-ordinating Branch Council;
- vii. be responsible for the recording, printing, publications and distribution of the Sub-Co-ordinating Branch Council minutes and reports including statistics;
- viii. be in charge of all the official documents of the Sub-Co-ordinating Branch and keep inventory of the records and properties of the Sub-Co-ordinating Branch;
- ix. prepare reports of the Sub-Co-ordinating Branch and present to the Co-ordinating Council;
- x. disseminate information from the National Congress, Co-ordinating Branch Conference/Council, Sub-Coordinating Branch as required;
- xi. be responsible for the documentation and registration of properties of the Union within the Sub-Co-ordinating Branch;
- xii. issues notices for special meetings. If he/she does so it shall be on the instructions of the President and such instructions shall appear on the notices; and

xiii. perform any other functions that may be assigned by the Sub-Co-ordinating Branch Council and the Sub-Co-ordinating Branch Executive from time to time.

2. Any letter or document signed by the Sub-Co-ordinating Branch Secretary in that capacity shall be presumed to bear the authority of the Sub-Co-ordinating Branch.

(d) ASSISTANT SECRETARY

He/ She shall

- i. assist the Secretary in his/her duties and act as the Secretary in the absence of the Secretary;
- ii. be the Secretary of the Evangelism Committee; and
- iii. perform any other duty as may be assigned to him/her by the President or the Sub-Co-ordinating Branch Executive

(e) TREASURER

He/she shall

- i. be responsible for keeping, receiving and disbursing the Union's money as directed by Sub-Co-ordinating Branch Council and/ Executive Committee;
- ii. be a signatory to the accounts;
- iii. on request of the Financial Secretary, submit records of all monies received and payments made;
- iv. keep an imprest as determine by the Sub-Co-ordinating Branch Executive Committee;
- v. keep records of the assets of the Union and ensure their safety and maintenance;
- vi. serve on any Sub-Co-ordinating Branch Financial Committee ; and
- vii. be assigned duties as and when decided by the Co-ordinating Branch Executive Committee or Co-ordinating Branch Council

(f) FINANCIAL SECRETARY

He/ She shall

- i. keep the fiscal records of the Union;
- ii. give statement of accounts at its meeting and also any time upon request by the Sub-Co-ordinating Branch Council;
- iii. be the member of any Financial Committee;
- iv. in conjunction with the fundraising Committee set up suggest ways of raising funds and inform Sub-Co-ordinating Branch Council accordingly for implementation;
- v. present financial records for auditing at least four (4) weeks before Co-ordinating Branch Conference or Handing Over;
- vi. present financial report at Co-ordinating Branch Conference; and
- vii. assigned duties as and when decided by the Sub-Co-ordinating Branch Council and / Executive.

(g) ORGANISING SECRETARY

He/ She shall

- i. be responsible for the arrangement and preparation of the Union's meeting premises;
- ii. be in charge of the advertisement and publicity of the Union's programmes both within the Sub-Co-ordinating Branch
- iii. be a member of all Committees where necessary;
- iv. be a member of the P-SICE Committee; and
- v. be assigned duties as and when decided by the Sub-Co-ordinating Branch Council and / Executive.

(h) PRAYER DIRECTOR

He/ she shall

- i. prepare and distribute prayer bulletins -Co-ordinating Branch Council and / Executive;
- ii. lead all prayer meetings of the Union or shall appoint who to lead;
- iii. be a member of the P-SICE Committee; and
- iv. be assigned duties as and when decided by the Sub-Co-ordinating Branch Council and / Executive

(i) SCHOOLS' CO-ORDINATOR

He/ She shall

- i. be in charge of all schools under Sub-Co-ordinating Branch;
- ii. be responsible for the organization of rallies and Leadership Training Seminars within the Sub-Co-ordinating Branch;
- iii. present a report of Coordination activities to the executives twice every semester;
- iv. be the head of the Coordinators' Committee Team; and
- v. be assigned duties as and when decided by the Sub-Co-ordinating Branch Council and / Executive

(j) ASSISTANT SCHOOLS' CO-ORDINATOR(S)

He/ She shall

- i. assist the Schools' Co-ordinator in executing his/her duties; and
- ii. be assigned duties as and when decided by the Co-ordinating Branch Council and/ Executive.

(k) BIBLE STUDY CO-ORDINATOR

He/ She shall

- i. liaise with the Committee on Bible Study and make available Bible Studies outline to all Branches;
- ii. organize training for Bible Study leaders within the Co-ordinating Branch; and
- iii. be assigned duties as and when decided by the Co-ordinating Branch Council and / Executive.

(l) WELFARE SECRETARY

He/She shall

- i. periodically prepares welfare plans for Co-ordinating Branch Council and / Executive; and
- ii. be assigned duties as and when decided by the Co-ordinating Branch Council and / Executive

(4) CO-ORDINATED BRANCH/ POST OFFICERS

(a) PRESIDENT

He/ She shall

- i. see to the spiritual growth of the Branch and ensure that the aims and policies of the Union are strictly adhere to;
- ii. be responsible for the general running of the Branch;
- iii. preside over all meetings both Executive and General Meetings;
- iv. have the power to exercise a casting vote in those meetings in the above clause;
- v. represent the Union at National Congress, Co-ordinating Branch Conferences, Sub-Co-ordinating Branch Council, Church and other relevant Bodies in the local area;
- vi. be thoroughly conversant with the activities of the Union;
- vii. be a signatory to the Branch accounts;
- viii. endeavor to bring back to the Union strayed and backsliding members; and

- ix. counsel new entrants and accept new members; and control and organize the Executive effectively and efficiently.

(b) VICE PRESIDENT

He/ She shall

- i. assist the President and responsible for the running of the Branch in the absence of the President;
- ii. draw and submit to the Executive for approval all evangelistic programmes in the Branch and see to the implementation;
- iii. coordinate or oversee the activities of the Committees of the Branch;
- iv. be in charge of honoraria;
- v. perform other duties as may be assigned to him/her by the President or Executive; and
- vi. be responsible to the President.

(c) SECRETARY

He/ She shall

- i. summon all meetings in consultation with the President;
- ii. keep records of all proceedings and resolution at meetings;
- iii. be responsible for all correspondence of NUPS-G;
- iv. report annually to the Sub-Co-ordinating Branch and the School Chaplaincy Board;
- v. see to the implementation of decisions taken at Executive and General Meetings, Co-ordinating Branch Conference and the National Congress;
- vi. have power to act in consultation with the President, in situations that need immediate action. Such actions shall be reported at the appropriate time to the Executive;
- vii. keep record of all programmes and inform members from time to time as they fall due;
- viii. keep up to date records of all members of the Union;
- ix. communicate or announce to members the Union's decisions taken at the Executive meeting, that members need to know; and
- x. perform any other duty as may be assigned to him/her by the President or the Executive.

(d) ASSISTANT SECRETARY

He/ She shall

- i. assist the Secretary in his/her duties and act as the Secretary in the absence of the Secretary; and
- ii. perform any other duty as may be assigned to him/her by the President or the Executive

(e) TREASURER

He/she shall

- i. be responsible for keeping, receiving and disbursing the Union's money as directed by the Branch Executive Committee;
- ii. be a signatory to the accounts;
- iii. on request of the Financial Secretary, submit records of all monies received and payments made;
- iv. keep an imprest as determine by the Branch Executive Committee;
- v. keep records of the assets of the Union and ensure their safety and maintenance;
- vi. serve on any Branch Financial Committee ; and
- vii. be assigned duties as and when decided by the Branch Executive Committee.

(f) FINANCIAL SECRETARY

He/ She shall

- i. keep the fiscal records of the Union;
- ii. give statement of accounts at its meeting and also any time upon request by the Sub-Co-ordinating Branch Council;
- iii. be the member of any Financial Committee;
- iv. in conjunction with the fundraising Committee set up suggest ways of raising funds and inform members accordingly for implementation;
- v. present financial records for auditing at least four (4) weeks before handing over;
- vi. present financial report at the General Meeting; and
- vii. assigned duties as and when decided by the Branch Executive.

(g) ORGANISING SECRETARY

He/ She shall

- i. be responsible for the arrangement for the Union's work and ensure that facilities are available at the meeting place for use;
- ii. be responsible for the safe keeping of the Union's properties;
- iii. maintain sanity and order during meeting hours;
- iv. run errands whenever necessary; and
- v. perform any other duties as may be assigned by the Branch Executive.

(h) PRAYER SECRETARY

He/ She shall

- i. direct and coordinate the prayer affairs of the Branch;
- ii. see to the organization of all retreats and prayer programmes; and
- iii. perform any other duties as may be assigned by the Branch Executive.

(i) BIBLE STUDY CO-ORDINATOR

He/ She shall

- i. be the leader of the Bible Study Team;
- ii. organize and supervise Bible Classes for the Union;
- iii. inculcate into the members the act of Bible Study; and
- iv. perform any other duties as may be assigned by the Branch Executive.

(j) TECHNICAL DIRECTOR

He/ She shall

- i. be in charge of the Union's instruments;
- ii. make available to the Union, the necessary instruments at any of the Union's gatherings where a public address system is needed; and
- iii. be assigned duties as and when decided by the Branch Executive.

(k) MUSIC/CHOIR DIRECTOR

He/ She shall

- i. be in charge of the Union's choir/singing group;
- ii. teach and lead in the singing of hymns and songs; and
- iii. be assigned duties as and when decided by the Branch Executive.

HOUSE/ HALL REPRESENTATIVES

He/ She shall

- i. be in charge of the members' welfare in consultation with the Executives provide the necessary

- help;
- ii. keep accurate roll of all members in houses/halls and revise it on regular basis;
- iii. visit the sick, needy, bereaved, and the distressed of their respective houses/halls;
- iv. take pastoral responsibility towards those who lapse from regular participation in the meeting and the service of the Union;
- v. help the Organising Secretary to inform members;
- vi. help the Treasurer in collecting dues;
- vii. communicate or announce to members the Union's decision that they need to know; and
- viii. perform any other duties as may be assigned by the Branch Executive

WELFARE SECRETARY

He/ She shall

- i. be in charge of the Union's welfare;
- ii. be given an imprest as shall be determined by the executive; and
- iii. be assigned duties as and when decided by the executive.

Article 25 APPOINTMENTS AND ELECTIONS

1. QUALIFICATION AND QUALITIES OF A NUPS-G EXECUTIVES

- (a) A person shall not qualify for appointment to the Executive unless he/she is:
 - i. a communicant member of the Church and in good standing;
 - ii. a member of at least one Departmental/ Generational Group in his/her local church;
 - iii. a good standing member of the Union with demonstrated Christian's maturity and understanding of Presbyterian Faith, doctrines and systems;
 - iv. prepared and ready to hold the position for the academic year; and
 - v. a member for at least one year in the Branch.
- (b) Any one desiring for an Executive position should have the following qualities as stated below -
 - i. Must be of good conduct and unquestionable character;
 - ii. Must be hardworking, thoughtful, orderly and full of good deeds;
 - iii. Must be hospitable, and knowledgeable in the word of God;
 - iv. Must be gentle and kind; and
 - v. Must not be a new convert.
- (c) In the case of the positions of Treasurer and Financial Secretary they must have knowledge in Accounts or Business.

(2) NOMINATION OF BRANCH OFFICERS

- (a) Nomination shall be done by out-going executives and or members
- (b) The Vetting Committee shall receive names of persons nominated one clear month before the date of Handing over.
- (c) Notwithstanding the above clause, the National Vetting Committee shall receive names of persons nominated at least six months before the National Congress.

(3) APPOINTMENT/ELECTION

- (a) Appointment/ election into office shall be on yearly basis.

- (b) Elections shall be a secret ballot and shall be carried by a simple majority vote.
- (c) Elections shall be held independently for all the offices.
- (d) The appointed officers shall be presented to the Executive Committee for approval.
- (e) Newly appointed/ elected officers shall be inducted into office within thirty (30) days after the appointment/election.

(4) NATIONAL EXECUTIVE COMMITTEE APPOINTMENT

- (a) For National Executive, shall be nominated by the Co-ordinating Branch Head whose turn it is to host the National Secretariat in consultation with the outgoing NEC. These officers shall be presented to National Council for approval three (3) months before the National Congress.
- (b) The nominees should be prepared, ready and able to hold the position for two (2) years.
- (c) The nominees should have spent at least one (1) year schooling in the Co-ordinating Branch Head. Provided however that where a member is pursuing post-graduate program, he shall be entitled to be nominated as NEC member notwithstanding that he/she has not spent one year (1) in the nominating Branch.
- (d) He/ She should have at least one (1) academic year unspent that is to say he/she should not be in the final year.
- (e) The immediate preceding provision notwithstanding, the National Council may approve the nomination of any member from the nominating Co-ordinating Branch even though he/she does not meet the requirements herein provided.

(5) VETTING COMMITTEE

- (a) For the purposes of appointment/election, a Vetting Committee shall be constituted at all levels of the Union to vet the background of the nominees.
- (b) One- half (½) of its membership shall form a quorum.
- (c) It shall act as the Electoral Committee to conduct the elections. They may draw a guideline in relation to the election.

(6) MEMBERSHIP OF THE VETTING COMMITTEE

Membership of the Vetting Committee at the various levels shall be:

- (a) THE NATIONAL
 - i. A Director from the General Assembly Office - Chairperson
 - ii. National Youth Legal Adviser (YPG)
 - iii. Two past NEC
 - iv. Chaplain (of the next hosting National Secretariat)
 - v. Two other persons (appointed by the NEC)

(b) THE CO-ORDINATING BRANCH HEAD

- i. Co-ordinating Branch Chaplain - Chairperson
- ii. Four (4) out- going Executive not eligible for holding another term
- iii. Two (2) other persons (appointed by the Co-ordinating Branch Executive Committee)

(c) THE SUB-CORDINATING BRANCH HEAD

- i. Sub-Co-ordinating Branch Patron - Chairperson
- ii. Four (4) out- going Executive not eligible for holding another term
- iii. Two (2) other persons (appointed by the Sub-Co-ordinating Branch Executive Committee)

(d) THE CO-ORDINATED BRANCH/ POST

- i. A Patron - Chairperson
- ii. Four (4) Out-going executives not eligible for holding another term;
- iii. Two (2) other persons (appointed by the Branch Executive Committee)

(7) MODE OF INDUCTION INTO OFFICE

Induction shall be performed by a Presbyterian Minister at a meeting organized specifically for such purpose

Article 26 RESIGNATION, REMOVAL FROM OR VACATION OF OFFICE

- (a) Any executive who decides to resign shall submit his/her resignation letter in writing to the executive committee stating his/her reason (s).
- (b) This resignation shall be accepted or rejected by the Executive at a special meeting convened for that purpose.
- (c) When the resignation is accepted, a new appointment shall be made within three (3) weeks, otherwise temporal person shall continue in office till new appointment is effected.
- (d) The Executive in consultation with the Chaplain/Patron or National Council reserve the right to suspend or remove from office any executive deemed to have abused his/her office or generally for conduct detrimental to the interest of the Union after persistent cautioning and admonishing.
- (e) An Emergency meeting shall be convened for that purpose and members of the Executive Committee or National Council shall be notified fourteen (14) days prior to the meeting.
- (f) The removal shall be effected by a motion which shall be supported by at least two-thirds (2/3) majority of Executive present and voting.

Article 27 PATRONS

(1) National Patrons

- (a) The National Patrons of the Union shall be the patrons of the Co-ordinating Branch Head and any other person or persons appointed by the National Council.

- (b) The National Patrons shall perform the following functions –
- i. offer guidance to the National Council and NEC as far as policy direction of the Union and the Church is concerned;
 - ii. help in the smooth running of the Union and
 - iii. any other duty may be assigned by National Council and National Executive Committee.

2) Branch Patrons:

- (a) A person shall not qualify as a Patron unless he or she is:
- i. A Teacher or Senior Staff of the School;
 - ii. A Presbyterian or belong to a group which shares the same or similar faith or beliefs of the Presbyterian Church of Ghana which includes but without limitation, Methodist Church, Baptist, Assemblies and Apostolic Church.
- (b) The patrons of the various branches shall have the following functions:
- i. Shall see to the spiritual growth of the Union;
 - ii. Shall provide guidance and counselling to the members of the Union in particular in the academic, spiritual and moral wellbeing;
 - iii. Assist members of the Union in obtaining permission for the programmes of the Union.
 - iv. Assist the Union and its members in planning, drawing and executing programmes of the branch; and
 - v. Generally to assist the Union whichever way possible to promote the growth and development of the Union or a Branch thereof.

CHAPTER 3

Article 28: FUNDS, ACCOUNTS AND AUDIT

- (1) The Funds of the Union shall be administered by the Executive Committee.
- (2) All sums of money received on account of the Union shall be paid into such banks as may be determined by the Executive and Patron and in the case National, shall be approved by the Council.
- (3) The signatories to the Accounts shall be President, Secretary, Treasurer and the President shall be the principal signatory to the account and any one of the other two shall sign for the withdrawal of funds.

- (4) Notwithstanding the above clause, a Patron, President and Treasurer shall be the signatories for second-cycle institutions. The Patron shall be the principal signatory at a second cycle institution.
- (5) The Executive may obtain loans and other credit facilities with the approval of the Co-ordinating Branch Council or National Council and shall seek clearance and technical assistance from the higher courts for all projects.
- (6) The Union shall have an annual budget to support the mission of the Union, and shall ensure that all monies due the next higher courts are sent at the specified times to the Treasurer.
- (7) The Union shall keep proper books of accounts and proper records in relation thereto, and the account books and records shall be in accordance with the Accounting Policy of the Union.
- (8) The Executive shall appoint an Internal Auditor, who is knowledgeable in Accounts and Finance. He/ She or together with a team of auditors shall audit all transactions of the Union including pre-auditing and shall audit all accounts of groups and Committees and submit a summary report to the respective Councils. Be responsible to the President.
- (9) The NEC and Co-ordinating Branch Executive shall ensure that accounts for the Union are audited by the National Committee on Auditing and submitted to the National Council annually.
- (10) The financial year of the Union shall be from 1st March to 28th February each year or 29th February in the leap year.

Article 29: UNION DISCIPLINE AND CENSURES

- (1) The application of the discipline of the Union shall be based on the Scriptures. The discipline shall be to the glory of God, the purity of the Union and the spiritual benefit of members, including erring member (s). The discipline shall be administered in faithfulness, love and tenderness.
- (2) The hierarchy structure of the Disciplinary Bodies of the Union shall be –
 - (a) The National Congress
 - (b) The National Patrons
 - (c) The National Council
 - (d) The National Executive Committee
 - (e) The Co-ordinating Branch Patrons
 - (f) The Co-ordinating Branch Council
 - (g) The Co-ordinating Branch Executive Committee
 - (h) The Sub-Co-ordinating Branch Patrons
 - (i) The Sub-Co-ordinating Branch Council
 - (j) The Sub-Co-ordinating Branch Executive Committee
 - (k) Branch Patrons
 - (l) The Co-ordinated Branch General Meeting
 - (m) The Co-ordinated Branch Executive Committee
- (3) A disciplinary case shall be any act or omissions by a member or group of the Union which is contrary to the Scriptures, this Constitution, customs and traditions of the Union and the Presbyterian Church of Ghana.

- (4) A case of special difficulty may be referred to the next higher Body for its decision. Appeals from the lower Body shall lie to the next higher Body up to the National Congress, whose decision shall be final.
- (5) The Union may apply any of the following censures to offending members of the Union as a form of discipline.
 - (a) The Union may admonish an offender by stating the offence and exhorting the offender to greater rectitude.
 - (b) Rebuke which is a severer form of censure consists of reproof and admonition in the presence of four witness or executive members.
 - (c) Suspension from office as a disciplinary measure may be applied by the Union to an offender, and debarred from the privileges and duties of the office for a specified period or indefinitely.
 - (d) Deposition as a censure shall consist of depriving an office bearer of the office with which the office bearer is invested. In the case of tertiary institutions members and National Officers shall be referred to National Council.
 - (e) Excommunication, which is a formal exclusion from the fellowship of the Union, shall be the extreme censure of the union, may be resorted to by the union only in cases of peculiar aggravation or when all other means of reclaiming an offender have failed, and where the offender remains impenitent and stubborn. Shall be applied by the Union to those who have been suspended previously or the offender consciously participates in idolatry, occultism, unchristian religious feasts and ceremonies. Shall be exercised only by the National Council with advice of the National Patrons.
 - (f) In the event of a member of the Union committing an offence under the Criminal Code of the Country, the Union may not intervene in the due process of the Law, but shall exercise spiritual oversight of the member in any eventuality.
 - (g) Every Disciplinary Body shall monitor the progress of a sanctioned member with a view to eventual readmission into full membership of the Union when the necessary conditions have been satisfied.

Article 30: COMMITTEES

- (1) NATIONAL STANDING COMMITTEE
The following Committees shall be formed by the National Council on behalf of National Congress and assign to these Committees functions.
 - (a) Committee on Publication and Editing
 - (b) Committee on Auditing
 - (c) Committee on Printing
 - (d) Committee on Bible Study
 - (c) Committee on Social and Moral Education
 - (d) Committee on Fund Raising

- (2) **CO-ORDINATING BRANCH/ SUB-CO-ORDINATING BRANCH STANDING COMMITTEE**
The following Committees shall be established at the Co-ordinating Branch and Sub-Co-ordinating Branch levels:

(a) Co-ordinators' Committee

The committee shall be open to any member of the Union in the Sub-Co-ordinating Branches Head/ Co-ordinating Branch Head.

All executives are automatic members of the committee.

The Co-ordinators' Committee shall be in charge of co-ordination in their jurisdiction.

The Co-ordinators' Committee shall meet regularly.

(b) Internal Audit Committee

1. The Internal Audit Committee shall be an independent body and shall perform the following functions within their respective jurisdiction -
 - i. Audit the accounts of the Union at the various Branches.
 - ii. To advise the Executive body on matters of auditing and financial controls
 - iii. To receive a financial statement from the Union's Treasurer and the Finance Committee at least 14 days preceding the last General Meeting of the academic and spiritual year and submit a report at the General Meeting.

2. The Committee shall have the following powers -

- i. Unless otherwise provided, it shall have the power to demand any evidence on financial transactions from the Executive or any member of the Union who has embarked on financial transaction on the Union's behalf.
- ii. Shall request financial statement and any relevant documents from the Executive member(s) or a Committee head when needed.
- iii. Shall make needed investigations and give its opinion to the Union.
- iv. The Committee shall have powers to request for written or oral explanations on any financial expenditure from the appropriate office or member of the Union.

(c) Presbyterian - Students-In-Church Evangelism (P-SICE) Committee

- i. Shall comprise the Executive Committee members and other designated members.
- ii. Shall be responsible for the planning and general organization of the P-SICE.
- iii. Shall prepare and present to the executive body and other stakeholders, a P-SICE report, including financial report, not later than thirty (30) days after every P-SICE.

CHAPTER 4

Article 31 MISCELLANEOUS

(1) Ecumenical Relations

- (a) The Union shall have ecumenical relation with other bodies as shall be approved by the National Council.
- (b) Any Branch which is joint with any other religious body shall fashion as stated in Schedule 5 stated in this Constitution.

(2) NUPS-G Observer

(a) There shall be a Magazine called “NUPS-G OBSERVER”, which shall serve as the official mouthpiece of the Union.

(b) The National Secretariat shall be responsible for financing as well as distributing the NUPS-G Observer.

(3) Honoraria

(a) Certificate of Office shall be presented to officers of the Union.

(b) Certificate of Honour shall be given to deserving members who in one way or the other contributed to the smooth running of the Union.

(4) Presbyterian-Students In Church Evangelism (P-SICE):

(a) The Union shall recognize the importance of P-SICE and shall give it due attention.

(b) The overall oversight of P-SICE shall be the responsibility of National Council at the recommendation of National Executive Committee. Accordingly, all P-SICE programmes planned by the various co-ordinating branches shall be approved by the National Council in consultation with the General Assembly Office of the Presbyterian Church of Ghana.

(c) As far as practicable, P-SICE shall be organized at least once in every year in conjunction with the church at all levels concerned.

(5) The National Budget and Account:

(a) NEC shall prepare and present annual budget and financial statement of the union for approval of National Council within forty-five (45) days after the end of the financial year.

(b) Notwithstanding the preceding clause, the Union’s financial statement shall be presented for approval of National Council three months before congress.

(c) There shall be a post congress account which shall be submitted for the approval of National Council two months after congress.

(d) In consultation with the National Council, the NEC may set up special fund and determine the purpose for the fund and conditions of withdrawal from the fund.

(6) NUPS-G Logo

Any Branch seeking to use the logo must seek approval from NEC and pay the amount as determined by the National Council.

Article 32 AMENDMENT AND REVIEW

(1) Any amendment to this Constitution shall be initiated by –

(a) National Congress;

- (b) National Council;
 - (c) Co-ordinating Branch Conference; or
 - (d) A member of the Union.
- (2) The proposed amendment shall be submitted to the National Congress which shall send the proposed amendment to the Co-ordinating Branch Conferences as a remission.
 - (3) The Co-ordinating Branch Conferences shall send their comments on the proposed amendment to the next National Congress which shall deliberate on the proposal.
 - (4) The National Congress shall move for the acceptance of the proposed amendment, and the motion shall be carried provided it receives two-thirds of the votes of the delegates present and voting.
 - (5) This Constitution shall be in full force and no review shall be made hereto until five years has expired.

Article 33: INTERPRETATION

- (1) Where an individual member or body of members of the Union, wants to seek clarification, question or challenge as to the true meaning, construction or interpretation of any provision of this Constitution shall in writing notify the National Executive Committee.
- (2) The National Executive Committee shall constitute a five member Committee consisting of –
 - (a) the Youth Legal Adviser
 - (b) two (2) members of the immediate past Constitutional Review Committee
 - (c) two (2) co-opted member
- (3) The decisions of the Committee shall be final, conclusive and binding.

SCHEDULE 1

STANDING ORDERS FOR MEETINGS

1. ATTENDANCE

- (a) All members of the House shall be seated fifteen minutes before the meeting start.
- (b) Lateness of members to Meetings shall not be tolerated.
- (c) Should a member want to absent him or herself, prior notice in the form of a letter with explicitly stated reasons should be sent to the Secretary before the Meeting.
- (d) Failure to do so will attract a formal apology if persisted for more than three Meetings.
- (e) Oral apology will not be accepted during Meetings.
- (f) Permission has to be sought through the Vice-President or General Secretary before leaving Meeting ground.

- (g) Members who deliberately refuse attending meetings more than three times may be asked to resign after warning and written notice has been given to him/her.
- (h) The Vice Secretary shall present visitors and others to the Executive; and fraternal greetings and messages shall be given.

2. ITEM OF BUSINESS

- (a) Any item of business to be included in the order of proceedings shall be submitted to the Secretary before the Executive Committee meeting, to enable the Secretary to submit such items of business to the Standing Committee of the Executive for its approval prior to the Meeting.
- (b) The minutes of the last Meeting shall be taken as read if printed for members, full opportunity being given for correction and submitted to the house for approval, and signed by the Chairperson.
- (c) The Secretary, indicating the appropriate Committee or body that shall deal with the issues involve, shall list matters arising from the previous meetings.
- (d) Business in the order approved shall be dealt with before any other matter is taken up, unless the members of the House at the request of the Chairperson decides otherwise.

3. DISCUSSION OF THE HOUSE

- (a) Every speaker shall address the Chairperson of the Meeting, hereinafter, referred to as the Chair.
- (b) Every discussion shall be done in light of God’s Word, wisdom and practical experience and devoid of personal sentiments.
- (c) No one shall speak unless the Chair calls him/her.
- (d) Every issue addressed or discussed should be in the interest of the Union.
- (e) There should be no personal sentiments or attacks when addressing or commenting on issues.
- (f) The speaker should be brief on questions, suggestions, comments etc especially with Any Other Business.
- (g) It is the discretion of the Chair to determine the number of members to comment on issues without any prejudice.
- (h) There shall be no “*meetings*” within Meeting.

4. INTERJECTIONS

- (a) In addition to discussion on a motion, the Chair shall allow the following points in order of precedence.
 - i. Point of Order
 - ii. Point of Information
 - iii. Point of Correction
- (b) A speaker shall not be interrupted unless on a call to order. When so interrupted, he/she shall cease speaking and resume his/her seat until the point of order is decided. The member calling the order shall state the ground on which he makes the call, and the speaker who has been interrupted, but no other member, shall speak on the point of order, at the request of the Chair with whom the decision on the point of order, rests. If the Chair has any doubt about settling the point of order, he/she may submit the same to the Executive and a vote shall be taken thereon.
- (c) The member raising the point of order shall prove one or more of the following:
 - i. That the speaker is travelling outside the scope of the motion under discussion.
 - ii. That he/she is using offensive words in referring to a member/ members
 - iii. That he/she is using improper language or refuses to withdraw
 - iv. That he/she is infringing upon the Constitution of the Union.

(d) A point of information must be strictly relayed to the subject under immediate discussion.

5. MOTIONS

- (a) Any member of the house desiring to make a motion shall read the terms of the motion and hand the same in writing to the Secretary.
- (b) Where a proposed motion exceeds two paragraphs, each paragraph shall be numbered consecutively for easy reference.
- (c) After the motion on a report has been moved and seconded, the members of the house, before dealing with any amendments to the motion shall give opportunity for general discussion on the report.
- (d) The Chair shall rule when such discussion is to be terminated. The Chair shall be asked by any member of the house not speaking on the motion, to cease speaking, unless he has a second motion or an amendment which shall then be put at the appropriate time.
- (e) In discussion of subjects brought before the house by the report of a Committee or other body or by a member of the house as provided in these Standing orders, and in hearing visitors from the other Churches and others, the following time limits shall apply to speeches –
 - i. mover of original motion – 5 minutes
 - ii. seconder – 2 minutes
 - iii. mover of second motion or amendment – 5 minutes
 - iv. seconder – 2 minutes
 - v. other speeches – 2 minutes
 - vi. reply by moving of original motion – 5 minutes
- (f) The House on a motion made and without discussion, may resolve to extend or otherwise alter the time allowed.
- (g) The House who makes the first motion shall be entitled to a other member may speak twice on the same matter, except in explanation, and then only with the permission of the Chair.
- (h) Motions shall thereafter be put and shall be considered under one of the following heads, and be dealt with as prescribed-
 - i. the origin motion;
 - ii. second motion (motions contradictory to or negative of the origin motion)
 - iii. amendments (motions not substantially contradictory to the origin motion)
 - iv. Amendment on amendments already moved and seconded.
- (i) The Chair shall determine under which head any motion to be considered shall fall and his ruling shall be final.
- (j) If amendment differs, only slightly from each other the Chair shall rule whether to permit more than one of such an amendment to be moved.

6. VOTING

- (a) Immediately after an amendment as provided in (5c) of the Standing Orders has been proposed, seconded and spoken on, the Chair shall take a vote “For” or “Against”. He/She shall thereafter take a vote “For” or “Against” any amendment as amended or unamended. After all amendment have been disposed, he shall take a vote between all motions as provided in (5a) and (5c) of the Standing Orders.
- (b) The vote shall in every case be taken by one or the other of the following methods –
 - i. The Chair may ask members to show hands or to stand in their places and he shall intimate to the executive the side that in his opinion has majority. If his/her decision is not challenge, it shall be

- final. If a member challenges the decision, the executive shall vote by one of the other methods.
- ii. Members of the House shall stand up and be counted by the Secretary or other tellers appointed by the Chair. To ensure accuracy, members voting shall watch the teller (s) and as soon as the teller points at each member, he shall resume his seat to enable those further back to be counted. The tellers shall report to the secretary. When the Chair announces the result, it shall be final.
 - iii. Upon demand for a ballot vote, the Secretary with the aid of a teller shall distribute ballot papers to members. Each member shall mark his ballot paper and return it to the Secretary through the teller (s) appointed.
 - (c) The Secretary with the aid of the Tellers shall examine the ballot papers and ascertain and report to the Chair the result. The result announced by the Chair shall be final.
 - (d) Any member dissatisfied with the judgment of the House which has not been unanimous, shall have the right of entering his/her dissent to it, and any other member present and voting may signify his/her adherence to that dissent. Such dissent with or without reasons attached shall be recorded in the Minutes.
 - (e) In order to avoid confusion in voting, the members of the House shall sit together and observers and others separately behind them.

7. REPORTS

- (a) Written reports to the House shall be submitted to the General Secretary and who shall intend send copies of the Reports to the Executive Committee at least three days before the Executive Meeting.
- (b) All reports to the Meeting shall be discussed either at the plenary Session or Workshops.

8. DRESS CODE

- (a) The dress code for all meetings shall be formal; preferably, members should be in the Union's attire.
- (b) Any member not formally dressed shall not be entertained in the house or speak at all.

SCHEDULE 2: HANDING OVER AND INDUCTION SERVICE OF EXECUTIVE

1. Handing Over:

Hymn (Twi /Ga PHB 311)
Presentation of Outgoing executives
Prayers for Outgoing executives
Presentation of Incoming executives
Exchange of files - (Twi/Ga PHB 646)
Outgone executives sit/ Right hand of fellowship

2. Induction:

Dearly beloved, in Apostolic times there were elders (executives) to whom were entrusted the oversight and leadership of the Christian churches, and whom the Apostle Peter exhorted: “Tend the flock of God that is your charge, not by constraint but willingly, not for shameful gain but eagerly, not as domineering over those in your charge but being example to the flock”. And when the chief shepherd is manifested, you will obtain the unfading crown of glory. Amen.

These brethren here present, have been chosen in the manner approved and in use in this Union to hold this office. We have therefore met here to commission them for their work in the name of the Lord Jesus Christ, the King and Head of the Church.

3. Promise:

Brethren, I request you to promise, in the presence of all, that you are ready to carry out faithfully, the work entrusted to you as executives, saying after me:

I hereby promise/ in the presence of God and of the congregation/that I will discharge the duties of this office/ diligently and faithfully/ according to the rules of the union/ seeking in all things/ the spiritual growth of the congregation/ for the service of Jesus Christ/so help me God.

4. The Commissioning:

In confirmation of this your promise and in the name of the Lord Jesus Christ, on behalf of the Moderator of the General Assembly(PCG), The National Secretariat, The
Coordinating Branch Executives and the Executives of Sub- Coordinating Branch, I commission you to serve as Executives of the Union in (*the school*).

May God Almighty, Father of our Lord Jesus Christ, enlighten you by His Holy Spirit and strengthen you by His Power, in order that you may be enable to discharge your duties to the glory of God, for the spiritual progress of the union and its witness to those outside, and for your own growth in grace. The blessing of God Almighty, the Father, Son and Holy Spirit, rests upon you and abide with you always. Amen.

5. The charge:

Addressing the congregation:

And you, beloved, receive these executives standing before you, as servants of the Lord; reckon them, for the sake of their office, as deserving all respect, and support them in their Labour by your prayers. May we all in true faith as people belonging to Christ serve one another, and follow Him in Love, to the honour and glory of His Name. Amen.

- 6. Prayer for income executives.
- 7. Exchange of Right hand of fellowship – PHB 329
- 8. Acceptance Speech by the President elect

SCHEDULE 4:FORMAT FOR INAUGURATING A BRANCH

1. Preamble:

The Lord Jesus Christ, our Saviour and Giver of Life declared after His Resurrection: “ Go ye, therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and the Holy Ghost. Teaching them to observe all things whatever I have commanded you; and, Lo, I am with you always, even unto the end of the world. And in accordance with this commandment we are met here to inaugurate for the enterprise of evangelism. Our help is in the name of the Lord for ever. AMEN.

2. Prayer for inauguration

O OUR Lord Jesus Christ, the original founder and head of thy Church, we thank you for the opportunity to be present today to inaugurate ...(school) NUPS-G of the Presbyterian Church of Ghana, to your glory. Let your Spirit stir up, strengthen, revive and come upon the members and leaders of the Union. We pray to you for your mercy and protection. Lift up your countenance upon them and lighten their darkness. Relieve their miseries and heal their diseases.

We pray that members of the Union would be an example to outsiders in speech, love, faith and holiness. Cleanse them from their uncleanness so that they will offer themselves as living sacrifice to you.

O Lord God, unite them and surround them with your mercies. Let them flourish by your grace and fill all lands, that the name of Christ would be glorified among all people. To you be glory, honour and power even now and forever more. Amen!

3. ACTS OF INAUGURATION

Hymn (Twi/Ga PHB 282)

The executives are asked to come forward to lift up the Holy Bible which is the seal of the inauguration.

The officiating Coordinator/ President shall then say:

Dearly beloved brethren, as it has pleased Almighty God to put it into the hearts of His servants (name of sub-coordinating branch) to establish this Union for His worship: let us now fulfil the godly purpose for which we are assembled, of inaugurating it to the honour of God’s most holy Name and also for branch to enjoy the full privileges and responsibilities of the National Union of Presbyterian Students- Ghana. Let us all stand.

In the name of the Lord Jesus we do this:

To the glory of the Father, who has called us by His grace:

To the glory of the Son, who loved us and gave Himself for us:
And to the glory of the Holy Spirit, who illumines and sanctifies us:
We inaugurate NUPS-G branch. AMEN.

For the worship of God in praise and prayer:
For the preaching of the Gospel of Jesus Christ, crucified, risen and exalted:
And for the celebration of the holy Sacraments of His grace:
We inaugurate NUPS-G branch. AMEN.

For the giving of comfort to all who mourn:
Of strength to all who are tempted:
Of light to all who seek the way:
We inaugurate NUPS-G branch. AMEN.

For the hallowing of family life:
For the teaching and guiding of the young:
For the upbuilding of all who believe, and the perfecting of the saints:
We inaugurate NUPS-G branch. AMEN.

For the increase of righteousness:
For the spread of the spirit of love.
And to call all men into the kingdom of God: We inaugurate NUPS-G branch. AMEN.

4. Hymn of Prayer: Twi/Ga PHB 263

. PRAYER OF DEDICATION

(Pray to dedicate the Union into the hands of the Almighty and Everlasting God to send forth Thy Spirit upon the union.)

May the God of all grace, who has called you through Jesus Christ into eternal glory, himself confirm and strengthen you and by the power of His Holy Spirit keep you that through faith, you may enter eternal life. AMEN

The Lord's prayer: Our Father;

6. DECLARATION

In the name of the Father, and of the Son, and of the Holy Spirit, I, on behalf of the Moderator of the General Assembly (PCG), The National Secretariat of NUPS-G, The Coordinating Branch Executives and the executives of Sub-Coordinating Branch, upon the powers conferred on me by the National Council of NUPS-G declare duly inaugurated. And it is thus inaugurated.

In the name of God the Father, and of God the Son, and of God the Holy Ghost. It is forever set apart from all profanity and consecrated to the worship and service of Almighty God; to whom be glory, majesty, dominion and power for ever and ever. Amen.

7. BENEDICTION:

God Almighty bless you with His Holy Spirit, guard you in your going in and coming out; keep you ever steadfast in His faith, free from sin and safe from danger; through Jesus our Lord. Amen.

8. Issuance of inauguration certificate. (PHB 42)

SCHEDULE 5: ECUMENICAL RELATIONS

- (a) Any Branch which is joint in nature such as Presbyterian and Methodist shall fashion its leadership to reflect both groups, that is Executives 50:50 and this shall rotate every year as may be determined by the group.
- (b) Such a group shall have a central administration responsible for the running of the group but shall be responsible to their mother Unions- NUPS-G and GHAMSU etc.
- (c) With regards to finance 40% shall be used for the general running of the group and then 30% each to the separate union.
- (d) Separate bank accounts can be operated to this effect.
- (e) The group shall endeavour to institute traditional meetings where Presbyterians will meet as NUPS-G and or Methodist as GHAMSU at least once in every fortnightly or weekly depending on availability of space and schedule of the academic calendar on campus.