

THE CONSTITUTION OF BANDARI COLLEGE STUDENTS' ORGANIZATION (BACOSO)

MAY, 2023

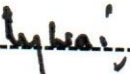
PREAMBLE

WHEREAS, WE the students of Bandari College have solemnly resolved to enact this Constitution in order to realize and build a students' society which respects the pillars of academic freedom, unity peace; human rights and obligations.

AND WHEREAS the students of Bandari College understand and believe that the existence of a students' organization will cultivate, enhance and improve cordial academic environment at Bandari College which will be based on mutual trust, respect and confidence between the students, students' organization and Bandari College staff and organs of governance.

AND WHEREAS the students of Bandari College believe in a diligent autonomous and independent students' organization which will not only be responsible to the students but also operated and run by students themselves in accordance with laid down laws and procedures of the country and Bandari College.

NOW, THEREFORE, WE the members of the Bandari College Students' Assembly on behalf of all Bandari College students and with the approval of the Board of Governors issued on this 30th day of June, 2023 and do **DECLARE** the adoption of this **CONSTITUTION** which shall regulate the management and the operations of the Students' organization established hereunder.



Chairman
Board of Governors



CSP Secretary



President
BACOSO

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PART ONE

Article 1: Establishment and Head Office

Establishment	1.1	There shall be and is hereby established a students' organization known as the Bandari College Students' Organization. The acronym of the organization shall be BACOSO .
Head Office	1.2	The Head office of BACOSO shall be at: Bandari College, Mahunda Street, Tandika P.O. Box 9184, Dar es Salaam, Tanzania

Article 2: Definitions and Interpretation

Definition and Interpretation	2.1	In this Constitution, unless the context otherwise requires the following words shall have the following meaning: “Act” means the Ports Act, 2004 (as amended); “BACOSO” means Bandari College Students' Organization established under Article 1.1; “Baraza” means the Bandari College students' assembly established under Article 12.1;
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		“BC” means Bandari College; “Board of Trustees “ means the Board of Trustees established under Article 16.1; “Constitution” means the Constitution of BACOSO; “CSP” means the College Students’ Parliament established under Article 14.1; “Electoral Commission” means the Commission established under Article 17.1; “Office Bearers” shall include the President, Vice President, Prime Minister, Ministers, Deputy Ministers, Speaker, Vice Speaker and CSP Secretary.
	2.2	Reference in this Constitution to the masculine gender shall be construed to include the feminine and vice versa and the singular to include the plural and vice versa.
Article 3: Status and Capacity to Contract		
Status of the Organization	3.1	BACOSO shall be the sole autonomous and independent representative organ of students at BC as provided under the Students Bylaws, 2021 and operating within the framework of BC’s Bylaws, Regulations, Policies and in

		accordance with the laws of the United Republic of Tanzania.
Nature of the Organization	3.2	BACOSO is not a legal entity and as such, has no capacity to contract.
Capacity to Contract	3.3	No BACOSO Office Bearer shall enter into contract on behalf of BACOSO and any contract purporting to have been so made shall be null and void.
Article 4: Official Languages		
Official Languages	4.1	The official language of BACOSO shall be both Kiswahili and English.
Article 5: Objectives and Motto of BACOSO		
Objectives of BACOSO	5.1	The objectives of BACOSO shall be to:
	(1)	Promote and protect the interests and rights of its members during their tenure as registered students at BC.
	(2)	Encourage and promote respect for learning and academic excellence amongst students with a view to develop their capabilities to the fullest.
	(3)	Stimulate students' artistic endeavours and promote culture and love for music, sports and arts in order to keep BC a fertile ground from which the best talents can be developed.
	(4)	Strive to significantly improve the quality of life of the students at the BC and other places where the BC services are offered

	(5)	Promote, maintain fraternal relations and effective communication lines among students, BC Management, BC academic and non-academic staff.
	(6)	Promote and encourage within the students' community respect for learning, pursuit of knowledge, truth and progressive responsible application of the acquired knowledge toward sustainable development of the nation.
	(7)	Promote within the confine of the laws, academic freedom as a right of each student at BC and inculcate students with a sense of integrity, self-respect, patriotism and commitment to serve Tanzanians and mankind.
	(8)	Promote and maintain fraternal relations, dialogue and carry out academic and non-academic activities in collaboration with other students' organizations and academic institutions in Tanzania and outside Tanzania.
	(9)	Perform any other duties and functions imposed or conferred on the students' organization by BC Regulations, Policy, Guidelines and/or any other laws of the land.
	(10)	Generally, act as the spokesperson for students and be the avenue for communication and exchange of information between students and BC management.

BACOSO Motto		BACOSO's Motto shall be <i>"EDUCATION FOR A BETTER FUTURE OF OUR PORTS AND NATION"</i>
Article 6: Compliance Statement		
Compliance Statement	6.1	BACOSO understands and is committed to fulfil its responsibilities of abiding by BC policies. Upon approval by the Board of Governors, BACOSO shall be a recognized students' organization at BC and shall comply with all BC regulations, policies and procedures. In addition, BACOSO shall adhere to the following principles:
	(1)	Transparency in all its affairs
	(2)	Accountability of its officers in all their actions and/or omissions
	(3)	Observance of the sense of responsibility in the decisions of its organs and officers
	(4)	Be guided by good moral principles
	(5)	Respect and implement gender mainstreaming
Article 7: Powers and Functions of BACOSO		
Powers of BACOSO	7.1	BACOSO may in consultation with the Students' Affairs Office have the powers to:
	(1)	Prepare and amend this Constitution.
	(2)	Prepare election rules
	(3)	Prepare financial regulations
	(4)	Set up code of conduct for students within the students' community.

	(5)	Set up mechanism for enforcement of the Code of Conduct amongst students.
	(6)	Do any lawful act or prepare any other rules for the furtherance of the objectives and functions of BACOSO.
Functions of BACOSO	7.2	In pursuit of the objectives stated in Article 5.1, BACOSO may carry out any or all of the following functions:
	(1)	In consultation with the Students' Affairs Office, organize students' events and recreation.
	(2)	In consultation with the Students' Affairs Office, provide public or community service and/or organize outreach programs with surrounding communities or general public.
	(3)	Represent students in appropriate BC decision making organs.
	(4)	Provide peer support services to students with needs.
	(5)	Represent students in appropriate BC decision making organs.
	(5)	In consultation with Students' Affairs Office, organize and/or sponsor debates, seminars, workshops, conferences, congresses, study tours and symposia to enhance intellectual awareness of the students' communities.
	(6)	In consultation with Students' Affairs Office, invite distinguished speakers such as political,

		social, academic and cultural leaders to interact with the student community by way of lectures, panel or group discussions, workshops or any other means that would promote healthy and constructive discussions of contemporary social, scientific and political issues.
	(7)	Subject to prior consultation with the Students' Affairs Office and prevailing BC regulations and guidelines, correspond and communicate with any students' youth organizations and any other organization to share and promote the common objectives of BACOSO.
Article 8: Membership		
Membership	8.1	Every student registered by BC as a full-time student or evening class student pursuing NTA level award shall become a member of BACOSO upon registration.
Annual Subscription	8.2	Every member of BACOSO shall pay an annual subscription fee as shall be prescribed from time by the Rules and Regulations made by CSP and as approved by the Board of Governors.
Cessation of Membership	8.3	Membership to BACOSO shall cease when the member:
	(1)	Cease to be a student of BC by any reason whatsoever.

	(2)	Cease to be a member of BACOSO in accordance with the provisions of this Constitution.
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Article 9: Rights of Members

Rights of the Members	9.1	Every member of BACOSO shall have the right and be entitled to:
	(1)	Attend and participate in all general activities organized and undertaken by BACOSO.
	(2)	Elect office bearers of BACOSO and the representative of BACOSO to various Committees/Organs of BC.
	(3)	Stand for any vacant elective/representative office established by this Constitution.
	(4)	Attend and vote at general meetings and other members' meetings as provided by this Constitution.
	(5)	Obtain and inspect copies of all documents of BACOSO upon request to the Prime Minister or CSP Secretary through their CSP member.
	(6)	Appear before and/or appeal to any organ of BACOSO or BC that may determine the members' rights or interest.
	(7)	Question and inquire into the discharge of the functions of any one of the office bearers of BACOSO.
	(8)	Subject to governing rules and regulations at BC, conduct meetings, debates, other curricula or extra curricula activities and enjoy

		unlimited audience and freedom of expression before all organs of BACOSO.
	(9)	Subject to prescribed conditions set out by the CSP, to have access and use of all facilities owned, possessed or entrusted to BOCOSO.

Article 10: Duties and Obligations of Members

Duties and Obligations of Members	10.1	Every BACOSO member shall have the following duties and obligations to:
	(1)	Observe and respect the personal integrity, dignity and rights of other members.
	(2)	Uphold the provisions of this Constitution.
	(3)	Pay annual BACOSO membership fees when due and any other fees as may be determined by CSP and approved by the Board of Governors from time to time.
	(4)	Regularly attend all lawfully convened meetings by organs of BACOSO.
	(5)	Participate in all activities of BACOSO.
	(6)	Devote his energy and time for the advancement of BACOSO.
	(7)	Refrain from influencing BACOSO's office bearers in any manner with the consequences of prejudicing the status of BACOSO and/or interests of the members.
	(8)	Carry out lawful assignment as may be delegated to him or her by BACOSO or other organs of BACOSO.

PART TWO
ORGANS OF GOVERNANCE OF BACOSO

Article 11: Principal Organs of BACOSO

Organs of BACOSO	11.1	The Principal organs of BACOSO shall be:
	(1)	Students' Assembly (Baraza)
	(2)	Cabinet
	(3)	Board of Trustees
	(4)	College Students' Parliament
	(5)	Electoral Committee

Article 12: Students' Assembly (BARAZA)

Students' Assembly (Baraza)	12.1	There shall be a Students' Assembly (Baraza) which shall consists of all BACOSO members.
	12.2	The Baraza shall be the supreme organ of BACOSO on matter of policy and all other organs established under this Constitution shall be subordinate and accountable to the Baraza.
Ordinary Meetings	12.3	The Baraza shall meet at least once in every academic semester as provided in for in BC almanac and shall be convened by the Prime Minister upon receiving prior written permission from the Deputy Principal, ARC.
Extraordinary and Emergency Meetings	12.4	An extraordinary, emergency or special meeting of the Baraza may be convened at any time, provided that the Prime Minister receives approval from Deputy Principal, ARC and upon issuing a public notice given at least

		two (2) days prior to holding such Baraza when so directed by the President of BACOSO or upon the receipt of a petition signed by the two thirds ($\frac{2}{3}$) of members of CSP.
Venue	12.5	All meetings of the Baraza shall be held at Bandari College.
Extraordinary Meeting Impeachment	12.6	Without prejudice to Article 12.3 of this Constitution, an extraordinary Baraza meeting convened to impeach the President and/or Vice President of BACOSO shall be summoned by the Secretary to CSP after receiving written directive from CSP.
Failure to Convene Meetings	12.7	Where the Prime Minister fails to convene the meetings specified in Articles 12.3 and 12.4 as the case may be, he shall give reasons in writing for the failure and the President shall proceed to convene such meeting after the expiry of twenty four (24) hours from the date the meeting was scheduled to be convened.
Chairing of Meetings	12.8	The President shall preside at all meetings of the Baraza and in his absence the Vice President. Where the Baraza is convened with the accusation of or impeachment of the President and/or Vice President, the Baraza shall be presided over by the Speaker.
Quorum	12.9	The Quorum for the meetings of the Baraza shall be two third ($\frac{2}{3}$) of all members and

		where a meeting lacks such a quorum, the meeting shall be postponed to another date and time to be determined jointly by the President, Prime Minister, and Speaker.
Decision Making of the Baraza	12.10	Unless otherwise stipulated in this Constitution decision of the Baraza shall be arrived at by consensus. In the event of no consensus, members shall cast their vote and the decision will be reached by simple majority of members present.
	12.11	Each member eligible for voting shall have one (1) vote at all the meetings except for the presiding Chairperson who shall have an additional or casting vote in a case of a tie.

Article 13: Functions of Students' Baraza

Functions of the Baraza	13.1	The Baraza shall have the following functions to:
	(1)	Oversee and monitor the discharge of functions of its subordinate organs.
	(2)	Establish and revise BACOSO policies, carry out students' affairs and take such other appropriate actions as may be necessary for the furtherance of BACOSO's objectives.
	(3)	Endorse a vote of no confidence and removal of the President and/or Vice President as recommended by CSP.

	(4)	Receive, discuss and approve annual budgets and performance reports.
	(5)	Discuss all matters of interests to the students.
	(6)	Carry out any other functions and do any other legitimate activities which would facilitate the discharge of BACOSO objectives.
	(7)	Approve proposals from the CSP to create new post (s) to be contested for, where circumstance renders it necessary.

Article 14: Students' Parliament

CSP and its Composition	14.1	There shall be a College Students' Parliament (CSP) which shall consists of the following members:
	(1)	The Speaker
	(2)	Deputy Speaker
	(3)	CSP Secretary
	(4)	Ministers and Deputy Ministers
	(5)	Two (2) class Representatives from each class
	(6)	Two (2) women representative
	(7)	One (1) elected representative from each programme
Meetings	14.2	The CSP shall meet twice in every academic semester and the meeting shall be convened by the Speaker upon issuance of a four (4) days public notice or shorter period as the circumstances may require.

Address First CSP Meeting	14.3	The President shall address the first CSP members meeting and other meetings as per Constitution and dissolve the same when its tenure ends.
Extra Ordinary, Special or Emergency Meetings	14.4	An Extra Ordinary, Special or Emergency meetings of the CSP shall be convened by the Speaker upon issuing notice to members of at least one (1) day prior to holding the meeting either at the request of the President or upon receiving a petition for the said meeting signed by at least two third ($\frac{2}{3}$) of CSP members.
Chairperson of CSP Meetings	14.5	The Speaker shall preside at all the meetings of the CSP and in his absence the Deputy Speaker.
Failure to Convene Meetings	14.6	Where the Speaker fails to convene any meeting of the CSP, the Deputy Speaker shall proceed to convene the meeting in accordance with the requirement of Articles 14.2 or 14.4 as applicable
Absence of Speaker	14.7	In the absence of both Speaker and Deputy Speaker, the CSP Secretary shall assume all responsibilities after official written delegation and shall nominate another member of the CSP to be the Acting Secretary.
Quorum of CSP Meetings	14.8	The quorum for the CSP shall be two third ($\frac{2}{3}$) of all members and where the meeting

		lacks quorum, it shall be postponed to another date and time as the Speaker may determine after consultation with the Prime Minister and the President.
Election of the Speaker, Deputy Speaker and CSP Secretary	14.9(1)	The Speaker and Deputy Speaker shall be elected from eligible candidates screened by EC in a meeting chaired by the Chairperson of the Electoral Commission: PROVIDED that the President, Vice President, Ministers and Deputy Ministers shall not be eligible for the posts of Speaker, Deputy Speaker or CSP Secretary.
	(2)	The election of Speaker and Deputy Speaker shall be held within five (5) days after the President and Vice President take Oaths.
	(3)	The forms for the posts of Speaker and Deputy Speaker shall be issued by the Electoral Commission immediately after announcement of the elected President. The forms shall be signed and stamped by the Electoral Commission.
Expenses	14.10	Members of CSP shall be reimbursed approved expenses incurred by them in the performance of their respective duties and paid any other allowances approved by the CSP.

Functions of the CSP	14.11	The CSP shall discharge the following functions:
	(1)	Confirm the appointment of the Prime Minister.
	(2)	Receive, review and recommend for approval by Baraza the annual action plan, budget and performance report as prepared by the Cabinet.
	(3)	Deliberate and approve amendments to this Constitution.
	(4)	Deliberate and approve BACOSO rules and regulations.
	(5)	Deliberate and recommend to the BARAZA creation of new post (s) to be contested for, where circumstance renders it necessary.
	(6)	Receive and consider the handover report prepared by the retiring Cabinet.
	(7)	Recommend to the Baraza legal action to be taken against any leader of BACOSO accused of any financial embezzlement.
	(8)	Recommend to the Baraza the removal from the office of the President and his/her cabinet by way of vote of NO CONFIDENCE provided that two third ($\frac{2}{3}$) of the members of CSP vote in favour of the motion.
	(9)	Approve a motion and recommend to the President the removal of the Prime Minister from office by way of vote of NO

		CONFIDENCE provided that two third ($\frac{2}{3}$) of the members of CSP vote in favour of the motion.
	(10)	Prepare the agenda for the Baraza.
	(11)	Establish committees as may be found necessary for execution of BACOSO functions.
	(12)	Perform any other duties as the Baraza may from time to time delegate to it within the framework of this Constitution.
	14.12	The President after consultation with the Office of Students' Affairs may dissolve the CSP and there shall be general election that will be supervised by the Office of Students' Affairs after fourteen (14) days. During this interim period, the Board of Trustees will manage the activities of BACOSO.
ARTICLE 15: Management of BACOSO Affairs		
Management of BACOSO Affairs	15.1	The affairs of BACOSO shall be managed and supervised by the Cabinet headed by the President.
The Cabinet	15.2	The Cabinet shall compose of the following members:
	(1)	President
	(2)	Vice President
	(3)	Prime Minister
	(4)	Ministers

Oath Taking	15.3	Within five (5) days after the announcement of the results, the President and the Vice President shall take Oath of Office administered by a Commissioner of Oaths before fellow students. In attendance during the ceremony will be BC Principal and Chairperson of Electoral Commission or their respective representatives.
	15.4	The Speaker shall take Oath of Office before a Commissioner of Oaths. Other CSP members shall take Oath before CSP Speaker.
	15.5	All other office bearers shall take Oath before President.
The Oath	15.6	Office Bearers shall take the following Oath: "I..... (Name and Title) SWEAR in front of you that, I shall work within the powers vested in me by the Constitution of BACOSO in executing my day to day BACOSO activities and I shall not act against the Constitution. God help me".
Appointment of the Prime Minister	15.7	Within two (2) days after the office bearers of the CSP take Oath, the President shall appoint the Prime Minister from qualified BACOSO members and immediately present the name for approval to the CSP.

		PROVIDED that in the event that the nominated Prime Minister is not a CSP member, the President shall first appoint him/her as a CSP member before appointment as a Prime Minister.
Appointment of the Minister	15.8	Within five (5) days after the date of taking Oath, the President shall appoint Ministers among the members of CSP. The Ministers shall be collectively responsible and answerable to the President.
	15.9	The President shall have full discretion on the appointment of the Ministers provided that the number of Ministers shall not at any particular time, exceed ten (10) and not be less than five (5).
The Cabinet	15.10	The Cabinet headed by the President shall be responsible for the day to day business of BACOSO and shall carry out all such activities and do all such acts as necessary for the furtherance of BACOSO objectives and purpose.
Functions of the Cabinet	15.11	Without prejudice to Article 15.10, the functions of the Cabinet shall include:
	(1)	Preparation of annual budget, income and expenditure reports, operations and activities reports.
	(2)	Preparation of handover report.

	(3)	Preparation of any other reports as shall be directed by the Baraza or the CSP.
	(4)	Keep and maintain proper books of accounts and records with respect to BACOSO funds and cause them to be audited by BC Finance and Accounts Office.
	(5)	Prepare and propose members' annual subscription fees or any other contributions for endorsement by CSP and subsequent approval by the Board of Governors.
	(6)	Promote and supervise fund raising activities for BACOSO.
	(7)	Prepare proposals for amendments to the Constitution and any Rules made thereunder and table the same before the CSP.
Quorum and regulations of Cabinet	15.12	The Cabinet shall determine its quorum and make its internal regulations for conduct of its proceedings.
Abolition and Creation of Ministry	15.13	For the avoidance doubt, it is hereby declared that the President shall have the power under this Constitution to establish and abolish any Ministry for the better carrying of the objectives and functions of BACOSO.
ARTICLE 16: The Board of Trustees		
Board of Trustees	16.1	There shall be and there is hereby created the BACOSO's Board of Trustees, that shall have final responsibility for all activities of the Students Organization and which shall

		ensure the proper and prudent administration of the organization activities and finances.
Composition of the Board	16.2	The Board of Trustees shall comprise of six (6) members as follows:
	(1)	Three (3) student trustees to be nominated by Class Representatives and elected by simple majority votes at a CSP meeting.
	(2)	Students' Affairs Officer by virtue of his/her Office.
	(3)	Two (2) BC staff members appointed by the Principal.
Qualities of Members	16.3	Members of the Board of Trustees shall be students or BC staff of integrity, fairness, impartial and capable of making sound decisions.
Chairperson and Secretary of the Board	16.4	The Trustees shall elect their own Chairperson and Secretary, except that the Students' Affairs Officer shall not be elected as a Chairperson.
Tenure	16.5	Members of Board of Trustees shall hold office for not more than three (3) years, except for the Students' Affairs Officer who shall be a permanent member.
Meetings of Board	16.6	The Board of Trustees shall meet quarterly or more as need arises depending on the matter brought before it.
Expenses	16.7	Members of the Board of Trustees shall be reimbursed approved expenses incurred by them in the performance of their respective

		duties and paid any other approved allowances by BC.
Functions of the Board of Trustees	16.8	The Board of Trustees shall discharge the following functions:
	(1)	To ensure that BACOSO complies with its Constitution, BC Bylaws, Regulations and any other relevant regulatory instruments.
	(2)	To ensure that BACOSO pursues its objectives as defined in this Constitution.
	(3)	To ensure the BACOSO government uses its resources exclusively in pursuance of its objectives.
	(4)	To safeguard the good name and values of BACOSO.
	(5)	To ensure the effective and efficient administration of the BACOSO by offering patronage.
	(6)	To oversee properties of BACOSO and ensure proper investment of BACOSO's funds.
	(7)	Screen filled in application forms for vacancies in the EC and recommend to the CSP not less than two (2) names from each programme for the posts of members and two (2) names each for the posts of Chairperson and Secretary.
	(8)	To ensure harmonious relationship between BC Management and BACOSO.

	(9)	Receive, discuss and decide on any appeal on General Election or By Election properly brought before it within two (2) days after receiving the appeal.
	(10)	Discuss and recommend to relevant Authority on matters concerning students' affairs, discipline and conduct.
	(11)	Solve disputes relating to BACOSO and/or amongst students as the case may be.
	(12)	The Board of Trustees shall table its findings and recommendations on matters of any financial embezzlement or loss to the CSP and the Principal for further action.
Article 17: Electoral Commission		
Electoral Commission	17.1	There shall be and is hereby established the Electoral Commission (EC) which shall be charged with the conduct and supervision of the General Election.
Composition of EC	17.2	The EC shall be composed of the Chairperson, Secretary and two (2) members from each programmes.
Forms and Notice for Vacancy in the EC	17.3	The Secretaries of CSP and Board of Trustees shall during the 9 th week of the Second Semester in each academic year issue forms and notice of not less three (3) days requesting contestants to fill the vacancies in the EC.

	17.4	The Secretaries of CSP and Board of Trustees shall forward to the Board of Trustees filled in application forms within twenty four (24) hours after closing date of receiving applications.
Election and Publication of Names of Members	17.5	The election of the Chairperson, Secretary and members of the EC shall be completed before the end of the 10 th week of the Second Semester in each academic year. The names of the nominated and elected members of the EC shall be made public and posted on BC notice Boards.
Dissolution of EC	17.6	EC shall automatically dissolve once all elected leaders have taken Oath.
Prohibition	17.7	Members of EC shall not be allowed to contest for any electoral post.
Oath of EC Members	17.8	Members of EC shall take Oath administered by a Commissioner of Oaths before the CSP and Board of Trustees.
Powers and Functions of EC	17.9	The EC shall discharge the following functions:
	(1)	Prepare and implement elections time table.
	(2)	Prescribe the forms to be used in elections.
	(3)	Receive duly filled and signed contestant forms.
	(4)	Screen in consultation with the Students' Affairs Office candidates aspiring for the various electoral posts.

	(5)	Determine when and how the campaigns should be conducted.
	(6)	Determine the process of voting and counting votes.
	(7)	Nominate not more than five (5) candidates and not less than two (2) candidates to compete for each level of leadership.
	(8)	Publish the names of selected candidates for the various posts.
	(9)	Declare election results immediately after the counting process.
	(10)	To receive, discuss and resolve any complaints related to general elections.
	(11)	Perform any other related functions for successful conduct of election process.
Election Appeals	17.10	Any candidate who is not satisfied with the election process and results shall appeal in writing with supporting evidence to the Board of Trustees within two (2) days after announcement of results. FOR THE AVOIDANCE OF DOUBT, no appeal shall be heard by the Board of Trustee which is lodged two days after announcement of the results.
EC Proceedings	17.11	The EC shall determine and make its own rules for the conduct of its proceedings as approved by the Office of Students' Affairs.

PART THREE ELECTIONS

Article 18: General and Other Elections

General Elections	18.1	General Elections to elect the President, Vice President and Programme Representative will be conducted during the month of the 13 th week of Second Semester during each academic year.
Election Report	18.2	The EC shall prepare and submit a report on the election to the Principal and the elected President three (3) working days after the election.
Declaration of Winners	18.3	Any candidate contesting for the office of the President, Vice President or elected CSP Members shall be declared a winner upon obtaining a simple majority vote
Assistance from the Students' Affairs Office	18.4	The Office of Students' Affairs shall work closely with the EC to ensure smooth conduct of General Elections.
By Elections	18.5	By Elections where occasions may demand will be organized and overseen by the Board of Trustees.

ARTICLE 19: Election Results

Election Results	19.1	The Chairperson of the EC shall announce to the candidates and public present, the results of elections upon completion of the counting of ballot papers.
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Decision on Spoilt Ballots	19.2	Any decision as to what shall be counted as a spoilt ballot papers shall be taken by the Chairperson of the EC together with the members of the EC whose decision shall be final.
Announcement of Results	19.3	The Chairperson of the EC shall announce the results of elections as soon as possible after counting and/or recounting of the ballot papers.
Endorsement of Results by Agents	19.4	Accepted results shall be endorsed by the candidates through their agents.
Posting of Announced Results	19.5	Announced election results shall be posted on BC's notice boards.
Article 20: Qualifications of Leaders		
Qualifications of Leaders	20.1	Any student aspiring for a leadership position in BACOSO shall possess the following:
	(1)	Be pursuing a course of not less than one (1) academic year.
	(2)	Good academic records with a GPA of not less than 2.5 in the last semester report as confirmed by the Office of the Registrar (except for the case of the President and Vice President which is provided under Article 20.2.

	(3)	Exemplary character and behaviour, credible, trustworthy and capable of commanding respect of the students' community.
	(4)	Capable of inspiring harmony, unity, peace, stability and solidarity among the students and the community.
	(5)	Aware, knowledgeable and committed to the aim and objectives of BACOSO.
	(6)	Not been convicted of a crime in a court of law, and/or found guilty by the Board of Trustees or Board of Governors of having committed an offence involving dishonesty, corruption, moral turpitude or any other disciplinary offence.
Addition Qualification for the President and Vice President	20.2	In addition to the qualifications in Article 20.1, any aspirant for the Presidential and Vice-Presidential Office shall also possess the following:
	(1)	Be a Tanzanian national.
	(2)	GPA of not less* 3.0 in each of the last two semester reports as confirmed by the Office of the Registrar.
	(3)	Be fluent in Kiswahili and English languages
PART FOUR		
OFFICE BEARERS		
Article 21: Office of the President		
The President	21.1	There shall be the President of BACOSO who shall be the head of BACOSO's government.

	21.2	The President shall be elected by students in accordance with this Constitution and rules/regulations on election processes.
Term of Office	21.3	A person elected as President shall take Oath, and hold the Office of the President for a period of one (1) year.
Consultation with the Vice President	21.4	The President shall consult with the Vice President in the performance of his duties, including appointment or termination of the Prime Minister or Ministers.
Appointment, Reshuffling and Dissolution of the Cabinet	21.5	The President shall have powers to appoint and reshuffle the Cabinet.
	21.6	Upon dissolution of the Cabinet, the President shall within five (5) working days appoint a new Cabinet.
Allowance	21.7	The President shall be entitled to be paid allowances as per BACOSO Financial Regulations.
Absence of the President	21.8	In the absence of the President, the Vice President shall assume the duties and responsibilities of the Office of the President.
Powers and Duties of the President	21.9	The President shall:
	(1)	Represent BACOSO on the BC Board of Governors.
	(2)	Be accountable and answerable to the Baraza on the running of the affairs of BACOSO and in particular on the income and expenditure of BACOSO funds.

	(3)	Attend all meetings within and outside BC which require representation of the student's community except for Management Committees explicitly precluded.
	(4)	Endeavour to ensure that all BACOSO objectives and functions are carried out by his government in accordance with this Constitution and the laws of the country and to the satisfaction of the students' community.
	(5)	Appoint two (2) women representatives to be members of CSP.
	(6)	Appoint one (1) CSP student to be a CSP representative so as to be nominated as the Prime Minister. PROVIDED THAT this nomination shall only occur in the event the President does not want to nominate the Prime Minister from amongst the existing CSP members.
	(7)	Appoint the Secretary of CSP subject to confirmation by CSP members.
	(8)	Appoint one (1) student to be his/her Personal Assistant.
Article 22: Motion of No Confidence Against the President		
Motion of No Confidence	22.1	The CSP may pass a resolution to remove the President from the office if a motion to impeach the President is moved and passed

		in accordance with the provisions of this Constitution.
Allegations	22.2	No motion to impeach the President shall be moved unless it is alleged that the President has:
	(1)	Committed act(s) which grossly violated provisions of this Constitution.
	(2)	Conducted himself in a manner which lowers the esteem/reputation of the Office of the President and/or image of BC.
Procedure for Motion of No Confidence	22.3	The CSP shall not pass a motion to impeach the President unless:
	(1)	A written notice specifying the wrong committed and signed by one third ($\frac{1}{3}$) of the CSP members is served to the Speaker three (3) days prior to the sitting at which such a motion is intended to be moved.
	(2)	Upon receipt of the notice, the Speaker shall form a Special Committee of Inquiry comprising of not more than five (5) CSP members approved by two thirds ($\frac{2}{3}$) of CSP members.
	(3)	The Special Committee of Inquiry shall carry out its investigation and submit its findings to the Speaker within five (5) working days.
Notice to the President	22.4	The Speaker shall inform the President of the allegations levelled. Thereafter, the President shall be given an opportunity to be heard

		before the Special Committee of Inquiry after which the Final Report shall be submitted to the Speaker by the Special Committee of Inquiry.
Final Report of the Special Committee	22.5	Two days after receiving the Final Report, the Speaker shall table the Report before the CSP for voting. The Speaker shall present the facts, findings and recommendations of the Special Committee of Inquiry. Thereafter, the President shall be given an opportunity to be heard before the CSP makes a decision.
Votes for Impeachment	22.6	A motion to impeach the President shall only pass if it obtains two-thirds ($\frac{2}{3}$) majority votes of CSP members.
Baraza Endorsement of Vote of No Confidence	22.7	The President shall be removed from Office when a duly constituted Baraza endorses the vote of no confidence against the President and/or Vice President by two-thirds ($\frac{2}{3}$) majority votes.
Dissolution of the Office of the President	22.8	Where the approved motion of impeachment against the President has been endorsed by the Baraza, the Office of the President shall be declared vacant and the Cabinet shall automatically be dissolved except for the Vice President who shall take Oath to become the President unless the endorsed motion was for both the President and Vice President.

Interim Management of BACOSO	22.9	In event the office of the President and Vice President is declared vacant as provided in Article 22.7, the whole Cabinet shall stand dissolved. The Board of Trustees shall act in the interim until the Speaker takes Oath as the new President.
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Article 23: Office of the Vice President

Power and Duties of the Vice President	23.1	The Vice President shall be the principal assistant of the President in respect to all matters of BACOSO and in particular shall:
	(1)	Act as deputy spokesperson to the President.
	(2)	Be the chief advisor to the President.
	(3)	Advise the President during appointment and dismissal from Office of the Prime Minister and Ministers.
	(4)	Perform all duties and functions of the Office of President when the President is absent.

Article 24: Office of the Prime Minister

Duties of the Prime Minister	24.1	The Prime Minister shall perform the following duties:
	(1)	Cabinet leader in all meetings of the CSP meetings.
	(2)	Supervisor of all Ministers in their day to day activities of BACOSO.
	(3)	Custodian of all records of BACOSO including records of all properties owned, possessed, leased or hired by BACOSO.
	(4)	Be the Secretary to the Baraza.
	(5)	Prepare quarterly, half and annual reports as required by this Constitution

Article 25: Office of the Speaker and Deputy Speaker

Election of the Speaker and Deputy Speaker	25.1	The Electoral Commission shall issue forms for the post of Speaker and Deputy Speaker two (2) days after announcement of the results for the Office of the President and Vice President.
Screening of Applicants	25.2	The Electoral Commission in collaboration with the Office of the Students' Affairs shall screen applicants for the posts of Speaker and Deputy Speaker and nominate two names each for the posts. Due consideration to gender balancing shall be considered in the nominated names. The nominated names shall be submitted to the CSP for voting.
Duties of the Speaker	25.3	The Speaker shall during CSP meetings discharge among other the following duties:

	(1)	Chair all meetings of the CSP.
	(2)	Convene meetings of the CSP and where appropriate Baraza in accordance with the provisions of this Constitution.
	(3)	After consultation with the Deputy Speaker, Prime Minister and the Principal Secretary to the CSP re-convene CSP meetings which have been postponed due to lack of quorum.
	(4)	In collaboration with the President make available and ensure all members have copies and/or access to this Constitution.
	(5)	Receive complaints from the students' community relating to alleged violation of this Constitution by the President and/or Cabinet, before tabling the allegations to CSP for onward transmission to the Board of Trustees and Baraza, where applicable.
	(7)	Receive any motion or agenda from members on any matter of interest to the students' community and place the motion or agenda for discussion either before the Baraza or the CSP as the case may be, provided that the said motion or agenda shall be supported by not less than two third ($\frac{2}{3}$) of the CSP members.
Duties of the Deputy Speaker	25.4	The Deputy Speaker shall be charged with the following duties:

	(1)	Assist the Speaker in all matters relating to the Office of the Speaker.
	(2)	Deputize for the Speaker during the Speaker's absence from office.
	(3)	Perform such other functions as the Speaker may delegate.

Article 26: Office of the CSP Secretary

Duties of the Secretary to the CSP	26.1	The Secretary to the CSP shall be entrusted with the following duties:
	(1)	Issue notice of CSP meetings
	(2)	Secretary to the CSP meetings.
	(3)	Carry out such other duties and functions as may be delegated by the CSP.

Article 27: Ministers and Deputy Ministers

Duties of the Ministers	27.1	Every Minister shall among others discharge the following duties:
	(1)	Responsible for all policy matters relating to their respective Ministry.
	(2)	Supervise and monitor the implementation of the functions and objectives of the Ministry.
	(3)	Act as the Principal Executive and Accounting Officer of the Ministry.
	(4)	Prepare the Ministry's annual and other reports to be presented at Cabinet meetings.
	(5)	Prepare an Almanac for the activities and meetings of its Ministry.
	(6)	Attend all meetings convened by the Speaker.
	(7)	Act as the Chief spokesperson of the Ministry.

Duties of the Deputy Ministers	27.2	Every Deputy Minister shall among others discharge the following functions:
	(1)	Assist the responsible Minister in all policy matters relating to the Ministry.
	(2)	Assist the responsible Minister in supervising and monitoring the implementation of ministerial functions and objectives of the Ministry.
	(3)	Perform such other functions as the responsible Minister may delegate.

Article 28: Programme Representatives

Programme Representatives	28.1	There shall be a Programme Representative for each programme who will be elected during the General Election.
Duties of the Programme Representatives	28.2	The Programme Representative shall:
	(1)	Convene meetings to discuss matters of common interest at Programme level and take records of the meetings which shall be submitted to the Prime Minister and a copy to the Office of the Students' Affairs.
	(2)	To collect complaints, views, advice and recommendations from class representative and represent students' interests in meetings of the CSP.

Article 29: Class Representatives

Class Representatives	29.1	There shall be two (2) Class Representatives (CRs) (of both sexes) for each class elected by the students in that class.
Duties of the CR's	29.2	Class Representatives shall:
	(1)	Convene meetings to discuss matters of common interest at class level and take records of the meetings which shall be submitted to the Programme Representative and copy to the Office of the Students' Affairs.
	(2)	To collect complaints, views, advice and recommendations from students in class on the matter relating to academic and administrative affairs and shall report the same to their Programme Representative.
	(3)	To assist in settling conflicts, complaints and disputes amongst students in his/her class.
	(4)	To nominate members of the Board of Trustees from among students who are not leaders.
Article 30: Women Representatives		
Women Representatives	30.1	There should be two (2) Women Representatives (CRs) appointed by the President.
Duties of Women Representatives	30.2	The Women Representatives shall:
	(1)	Deal with all matters of interests of female students and shall collect complaints, views and advice emanating from female students

		and present them to the relevant organs of BACOSO and where necessary to the Students' Affairs Office.
	(2)	Be the spokespersons and represent female students' interests in the various organs of BACOSO.
	(3)	Promote gender balance in the students' community.
	(4)	Perform such other acts or things to further the interests of female students.

Article 31: Disqualification of Leaders

Disqualification from Leadership	31.1	A leader elected in accordance with the provisions of this Constitution shall cease to hold the office upon:
	(1)	Completion of studies.
	(2)	Being discontinued from studies on any basis.
	(3)	Removal from office by the organ which elected or Authority which appointed him/her to that office.
	(4)	Inability to discharge his functions or duties due to physical or mental incapacity.
	(5)	Resignation
	(6)	Death

Article 32: Vacancy

Vacancy of the Office of the President	32.1	Subject to provisions of this Constitution, the Office of the President shall fall vacant upon the occurrence of any of the following events:
	(1)	Resignation

	(2)	Death
	(3)	Mental Incapacity
	(4)	Impeachment
	(5)	Cessation of studies for whatever reasons.
Vice President to take Oath of the Office of the President	32.2	Where the Office of the President becomes vacant by any reasons provided under this Constitution other than being absent, the Vice President shall take Oath and assume the duties of the President for the remaining term and a new Vice President shall be appointed by the President within seven (7) after taking Oath.
Speaker to take Oath of the Office of the President	32.3	Where the Offices of the President and the Vice President becomes vacant by any reasons provided under this Constitution other than being absent, the Speaker shall take Oath and assume the duties of the President for the remaining term.
Deputy Speaker to take Oath of the Speaker	32.4	Where the Speaker becomes the President in accordance with this Constitution, the Deputy Speaker shall take Oath to become the Speaker in a duly constituted CSP meeting within seven (7) days after the new President takes Oath. A new Deputy Speaker shall thereafter be elected amongst CSP members in a CSP meeting.
Other Vacancies	32.5	Any other vacant posts shall be filled in accordance with the provisions of this

		Constitution within a period of thirty (30) days from the date of occurrence of the said vacancy.
PART FIVE		
FINANCES, AUDIT AND MISCELANEOUS		
Article 33: Finances		
Responsibility for Finances	33.1	The President and the Cabinet shall be responsible to the CSP for the management of funds and all assets and properties, both movable and immovable of BACOSO.
Source of BACOSO Funds	33.2	The sources of funds of BACOSO shall consist of:
	(1)	Annual subscriptions fees from members.
	(2)	Gifts, loans, donations, grants, with the prior approval of College Management.
	(3)	Any other lawful source of funds.
BACOSO Bank Account	33.3	BACOSO shall operate a current bank account where the funds of BACOSO shall always be kept. There shall be four (4) signatories to the BACOSO account as follows:
		Group 1 (1) The President (2) The Minister of Finance and Planning
		Group 2 Two (2) signatories to be appointed by CSP from among CSP member who are not amongst the above named signatories.

Use of Cheques	33.4	Funds shall only be withdrawn by way of cheque from BACOSO Bank Account(s) and must bear the signatures of one member from each Group.
Withdrawal of Funds	33.5	Withdrawal of funds shall be supported by Activities Plan which must be approved in writing by the CSP. Any emergency activity that will commit funds must approved in a CSP meeting. Copies of the Activities Plan and record of the CSP meeting shall be submitted to the Office of Students' Affairs.
Income and Expenditure Records	33.6	BACOSO shall keep records of income and expenditure and submit monthly reports together with bank statement duly issued by the bank to the Students' Affairs Office.
Financial Regulations	33.7	For the avoidance of doubts, financial matters shall be governed by BACOSO Financial Regulations as issued from time to time.
ARTICLE 34: Audit		
Audit	34.1	The account(s) of BACOSO shall be audited each semester by the BC Finance and Accounts Office to ensure compliance with approved budget.
Audits Report submission to CSP	34.2	The Auditor's report shall be submitted to the Cabinet and one copy to College Management. Within seven (7) days of submission, the Cabinet shall table the report before the CSP for consideration.

Disciplinary and Legal Action	34.3	In addition to any action that may be taken by CSP, College Management shall have the discretion to take disciplinary and/ or legal action against any student(s) or Office Bearer accused to have embezzled BACOSO funds after reviewing the Auditor's report and/or CSP recommendations.
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Article 35: Prizes and Awards

Prizes and Awards to Members	35.1	Subject to prior consultation with the Office of Students' Affairs, BACOSO shall have the full discretion to give prizes, presents, awards in monetary terms or otherwise to any of its members whose performance is outstanding in any BACOSO academic and non-academic activities.
	35.2	Proposal to give prizes, presents or awards or rewards to any of its member shall be forwarded to the Prime Minister who in turn will submit proposals to the Cabinet for review and finally forwarded to CSP for approval.

ARTICLE 36: Amendments

Amendments to the Constitution	36.1	This Constitution may be amended by two-thirds ($\frac{2}{3}$) majority of the CSP members following a motion from the Cabinet or petition by students through CSP. PROVIDED THAT the CSP shall form a Special Committee to prepare proposed
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		amendments in such a manner as it will direct. The Special Committee shall present proposed amendments before the CSP for deliberations.
Publication of Proposed Amendments	36.2	Proposed amendments to the Constitution shall be placed on the Students Notice board and on BC website at least five (5) days before the CSP meeting at which it is to be discussed.
Referendum	36.3	Any proposed amendments to the Constitution shall be preceded by a referendum seeking the opinion of students. Where the majority of students support the proposals. The proposed amendments will then be presented for deliberation and approval to the CSP.
Presentation to CSP	36.4	Subject to Article 34.1, any amendment proposals to the Constitution will be tabled for endorsement at CSP meeting, which will recommend the proposal for approval to the Board of Governors after obtaining the required vote of CSP members in a duly constituted CSP meeting.
Quorums and Voting	36.5	For the purposes of amending this Constitution a duly constituted meeting shall be two thirds ($\frac{2}{3}$) of all the CSP members and the decision shall be by two third ($\frac{2}{3}$) majority of the members presented voting.

Approval by the Board of Governors	36.6	Subject to the process set out in Articles 34.1 and 34.2, any amendments to this Constitution shall be approved by the College Board of Governors and reported to the Baraza.
Article 37: Dissolution of BACOSO		
Dissolution of BACOSO	37.1	BACOSO may be dissolved by a resolution passed to that effect by two third ($\frac{2}{3}$) majority vote of Baraza members, provided that notice of proposed intention to dissolve shall have been communicated to all members thirty (30) days prior to meeting called for purpose of dissolution of BACOSO. The resolution shall be submitted for approval to the Board of Governors and BACOSO shall dissolve on the date of approval.
	37.2	Where BACOSO has been dissolved, the Board of Governors shall make interim arrangements for coordination of students' affairs.
	37.3	In the event of dissolution of BACOSO the net assets of BACOSO, after fully meeting all its liabilities shall within one (1) month in the interim be transferred to and held by BC until such time another students' organization is established.

		PROVIDED THAT such an organization with similar objects shall be established no later than three (3) months after all remaining net assets have been transferred.
Article 38: Miscellaneous		
Miscellaneous	38.1	BACOSO records, documents and portraits of past office bearers shall be kept in BACOSO's office;
	38.2	No member or group of members shall use the name of BACOSO in any activity or engagement without prior written consent of the President of BACOSO.
	38.3	Handing over reports on the operations, finances and activities of BACOSO as prepared by the retiring Cabinet shall be presented to the elected President within seven (7) days after taking Oath of office.
Article 39: Approval of the Constitution		
Approval of the Constitution	39.1	This Constitution shall become effective on the date approved by the Board of Governors.