



CONSTITUTION OF
INFORMATION AND COMMUNICATION TECHNOLOGY EDUCATION
STUDENTS' SOCIETY (INFOCTESS)
UNIVERSITY OF EDUCATION, WINNEBA.

-Revised 2022-



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PREAMBLE

In the name of the Almighty God, we the students of the Department of Information and Communication Technology, University of Education, Winneba, guided by the need to be unified to ensure good intellectual, spiritual and social advancement of the University, in exercise of our natural and inalienable right to direct and ensure for ourselves posterity, liberty, progress, prosperity and equal opportunity for all students under the department, Inspired by a common determination to play a major meaningful role in the upliftment and development of technology in our dear University and the nation as a whole, do hereby adopt, enact and give ourselves this constitution.

ACKNOWLEDGEMENT

It has taken the hand of GOD to sustain and provide us with all the resources to support this publication, may He take all the Glory

Finally, we thank all the members of the INFOCTESS fraternity for your advice, prayers, submissions and support in diverse ways. You have been with us in all stages of this work. To God Be the Glory



CHAPTER ONE – THE CONSTITUTION

ARTICLE 1 – THE NAME

1. The name of the society within the department of Information and Communication Technology Education shall be known as **INFORMATION AND COMMUNICATION TECHNOLOGY EDUCATION STUDENTS’ SOCIETY** In the near future herein referred to as **(INFOCTESS)**.
2. Notwithstanding clause (1) supra and without any prejudice, the name **INFORMATION AND COMMUNICATION TECHNOLOGY EDUCATION STUDENTS’ SOCIETY (INFOCTESS)** shall not be changed in accordance with the new name of the association without constitutional amendment(s)
3. This Constitution shall be called **INFOCTESS CONSTITUTION** or **THE 2022 Revised INFOCTESS CONSTITUTION**

ARTICLE 2 - MOTTO

The motto of the society shall be known as the “**Technology for Development**” whiles the slogan shall be “**INFOCTESS**” and the response shall be “**REACHING THE WOLRD THROUGH TECHNOLOGY**”

ARTICLE 3 - SUPREMACY OF THE CONSTITUTION

1. This constitution shall be the supreme law of the Society and any other law found inconsistent with any provision of this constitution shall, by the extent of the inconsistency be void and of no effect.
2. Notwithstanding clause (1) of this article, the laws and Statutes of the University and the SRC reign supreme.



3. The sovereignty of INFOCTESS resides solely in the students' body whose welfare and interest are enshrined in this constitution and the powers of government so delegated to INFOCTESS is to be exercised in the manner and within the limits laid down in this constitution.

ARTICLE 4 - ENFORCEMENT OF THE CONSITUTION

1. Any student who alleges that:
 - i. an act, omission or commission of any member or group of members;
 - ii. a decision of the President, members of the Executive or any committee is not in provisions with this constitution, may apply to the Judicial Board for declaration(s) to that effect.
2. The Judicial Board shall for the purpose(s) of such declaration under Clause (1) of this Article, make such orders and give such direction(s), as it may consider appropriate.
3. Any person or member(s), to whom an order or a directive is addressed under Clause (2) of this Article by the Judicial Board, shall duly obey and carry out the terms of the order or the directions(s).
4. **Failure to obey or carry out the terms of an order or Directives made or given under *clause 2* of this article, constitute a violation of this constitution and contempt of the judicial board:**
5.
 - i. A student or a member convicted under Clause (2) of this Article shall not be eligible for election or for any appointment office of INFOCTESS for two (2) years. Beginning from the actual date of conviction
 - ii. In the case of an Executive officer, constitute grounds for removal from office or other punitive actions so determined by the patron/patroness of the society.



iii. In pursuance of sub clauses of (i) and (ii) above, such orders or directions shall be enforced by the Society's Head of Department.

ARTICLE 5 - MEMBERSHIP

1. Membership of INFOCTESS shall comprise all students reading Information and Communication Technology Education as a programme of study at the University of Education, Winneba.

2. DUTIES, RIGHTS AND OBLIGATIONS OF MEMBERS

(A). Members shall:

- i. be obliged to pay departmental dues to the society every academic year.
- ii. refrain from conducting themselves in such a manner that will bring the name and prestige of INFOCTESS into disrepute.
- iii. co-operate with the executive members of INFOCTESS to promote their welfare and wellbeing.
- iv. enjoy equal right, recognized by INFOCTESS without any discrimination.
- v. have the right and be required to participate actively in all INFOCTESS activities
- vi. have the right to vote and be voted for
- vii. be obliged to pay any other dues/levies proposed by the society's executive and approved by the Chief Patron or Patron(s)
- viii. have the right to express their views and grievances in accordance with the provision of this constitution.
- ix. have the right to enjoy any facility available to all INFOCTESS members.



- B. Any member who wished to use any property or facility of INFOCTESS (such as logo, Public Address Systems, Notice Boards etc.), for any purposes, shall apply in writing to the INFOCTESS President for prior approval.

CHAPTER TWO – THE EXECUTIVE AND ADMINISTRATIVE FUNCTIONS

ARTICLE 6 - ADMINISTRATIVE FUNCTIONS

1. COMPOSITION OF EXECUTIVE COMMITTEE

- A. The following shall be Elected as executive committee under the provision of this constitution
- i. The President with the Vice President
 - ii. Secretary
 - iii. Financial Secretary
 - iv. Treasurer
 - v. Organiser
 - vi. Deputy Organiser
- B. The following shall be Appointed as executive committee under the provision of this Constitution
- i. Council Attorney
 - ii. Public Relations Officer (P.R.O)
 - iii. Electoral Commissioner
 - iv. Games and Sports Chairperson
 - v. Entertainment Committee Chairperson
 - vi. Judicial Board Chairperson
 - vii. Media and Publicity Committee chairperson



- viii. Women commissioner
- ix. Chaplain
- x. Imam
- xi. Welfare Officer
- xii. Audit Chairperson

NB. Main General Course Representatives from all levels: shall be automatic members of the Executive Committee.

- C. All provisions stated under *Clauses(A) and (B)* of this Article, shall constitute The Executive Committee. And shall take oath of office before assuming office as provided in this Constitution
- D. The Executive Committee shall have the power to invite any INFOCTESS member or resource person (s) to its meeting; he/she shall not be entitled to vote on any issue/ topic whatsoever.
- E. Shall have the power to impeach the President and any other Executive officer with the majority of 70% and 60% respectively under the provisions of this constitution.

2. COMPOSITION OF THE CORE EXECUTIVE COUNCIL

- A. It shall consist of
 - i. The President
 - ii. Vice President
 - iii. Secretary
 - iv. Financial Secretary



- v. Treasurer
- vi. Organizer
- vii. Public Relations Officer
- viii. Council Attorney

B. FUNCTIONS OF THE CORE EXECUTIVE COUNCIL

- i. The President shall be the Chairperson for this Committee.
- ii. The Core Executive Committee shall:
 - 1) Help the President in nominating and appointing of other officers as well as all Committee members; including ad-hoc committees
 - 2) Have the power at any time to appoint a Commission or Committee of enquiry that shall probe any alleged malpractice or matters that affect the general welfare of the society.
 - 3) Be the sole authority to discuss and approve all programmes and budgets of the various committee/commission/boards of the society.
 - 4) Have the prerogative or authority to invite any officer (past or present) to defend any issue relating to any audited document of his/her office
 - 5) With the help of the General Executive Committee, shall be responsible for formulation and execution of the society Policies
 - 6) Represent the interests and views of INFOCTESS in emergency cases where it shall not be possible for members to meet and take decisions.
 - 7) Witness the swearing in of all appointed Officers
(committees/commissions/boards)



- 8) Issue an Executive instruments, in accordance with the provision of this constitution, concerning INFOCTESS activities
- 9) Have power in times of emergency to act promptly without prejudice to any provision of this constitution and shall, in cases where the University is on vacation, within ten days of reopening or within seven days where the University in session, inform the society about the use of such emergency powers.
- 10) Have the power to invite any member or any resource person (s) to its meetings.
- 11) Take administrative decisions concerning INFOCTESS
- 12) Keep an inventory on all INFOCTESS properties and regularly maintain it.
- 13) Properly handover all INFOCTESS properties to succeeding Core Executive Council
- 14) Have the power to call for amend or review of any part this constitution as provided for in this constitution

3. COMPOSITION OF EXECUTIVE COMMITTEE

A. All executives stated in *Clause 1 (A) and (B)* above shall constitute the Executive Committee.

B. FUNCTIONS OF THE EXECUTIVE COMMITTEE

- i. Shall organize Departmental week celebration
- ii. Properly account all monies and properties received, or in their custody
- iii. See to the general wellbeing of INFOCTESS members



- iv. Shall be responsible for organizing General meetings at least twice a semester. Prepare comprehensive handing-over notes and actually hand over all documents, equipment /tools and properties to their successors
- v. Initiate and perform other functions, which may be deemed necessary, without contradicting the provisions of this constitution.

4. GENERAL ASSEMBLY (GA) COUNCIL

A. There shall be a general assembly which shall comprise:

- i. All Executive Committee members stated in Clause (3) of this Article.
- ii. All deputies of appointed Executive Committee Members.
- iii. All Course Representatives.

B. FUNCTIONS OF G/A COUNCIL

- i. Approves policies of the society
- ii. Shall be responsible for the day to day running of the society

ARTICLE 7 - FUNCTIONS OF THE VARIOUS OFFICERS

(1) THE PRESIDENT

He/she shall

- i. Be the Executive head of the society
- ii. Preside over all meetings and represent INFOCTESS where needed



- iii. Shall in consultation with at least twelve members of the Executive Committee have power on emergency to take binding decisions on behalf of the society but shall report to members within 48 hours through an emergency meeting
- iv. Shall issue a progress report on the society at the end of every semester
- v. Summon all meetings through the Secretary
- vi. In consultation with the Core Executive Council, appoint officers referred to in clause C (2) of Article 9
- vii. Delegate any executive member to represent him/her whenever or wherever necessary
- viii. Have a vote cast at all meetings.
- ix. Be responsible for the execution and maintenance of all provisions of this constitution
- x. Shall be the chief spending officer
- xi. Not, be personally liable to proceedings in any court for the performance of his functions under this constitution
- xii. Before assuming office, take and subscribe before the society, the Presidential Oath of this Constitution.

(2) THE VICE PRESIDENT

The Vice President shall

- i. Perform all the functions or provisions in clause (1) of this Article in the absence of the President
- ii. Be the chairperson for the Financial Committee
- iii. Be the chairperson for the Society Week Planning Committee
- iv. Be the chairperson for the Welfare Committee
- v. Be the overseer to all other Committees but not Boards and Commissions.



- vi. Assisting the President in the performances of his duties.
- vii. Has vote cast at all meetings
- viii. Perform any special duty assigned to him or her by the President or the Executive committees.
- ix. In case of death or resignation or removal of the President, act until such time that elections are held.
- x. On the assumption of office, take and subscribe to the Presidential oath set out in this constitution.

(3) THE SECRETARY

He/she shall:

- i. Keep and maintain true, accurate minutes and records of all proceedings of all General and Executive Meetings.
- ii. Be responsible for all general correspondence of INFOCTESS.
- iii. Ensure safe-keeping of all records of the society.
- iv. Shall within seventy-two (72) hours of minutes taken at General Meetings, publish on all INFOCTESS notice boards, social media pages and the website of the society, but in the case of General Executive Council, General Assembly Meetings, shall present minutes taken, to the President within forty-eight (48) hours.
- v. Be directly responsible to the President, or in his or her absence the Vice-President, for the summoning of General and Executive Meetings.
- vi. Be an automatic member of the Society Week Planning Committee.
- vii. Has vote cast at all meetings



- viii. Act as President, in the absence of the President and the Vice President, for the period not more than six (6) weeks and hand-over power to the Judicial Board Chairperson (Chief Justice) as provided in this Constitution
- ix. Perform any other function as the Executive Committees may assign him/her; that is not in contradiction with this Constitution

(4) THE VICE-SECRETARY

The Vice-Secretary Shall

- i. Assume the powers and prerogatives of the Secretary in his or her absence.
- ii. Notwithstanding the provisions in Clause (3) VII of this Article, the Vice Secretary shall not be deemed Qualified to act as President in the absence of The President together With Vice President and The Secretary.
- iii. Assist the Secretary and perform any duties assigned to him or her by the President or the Executive Committees.
- iv. Shall also perform all functions of the PRO stated under clause 7 of the Article in the absence of the PRO.
- v. Shall assist the P.R.O in carrying out his/her functions
- vi. Shall perform any other function assigned to him/her by the Core Executive Committee or General Executive Committee which is not in contradictions with this Constitution.
- vii. Shall have no vote cast at Executive Committee meetings but shall have vote cast at all other meetings.



(5) THE FINANCIAL SECRETARY

He/she shall;

- i. Be responsible in the Collections of the society subscriptions and any other levies from members.
- ii. Keep and maintain proper records of accounts of all monies entitle.
- iii. Present budget at the first General Meeting of every First Semester of every Academic Year
- iv. Present an Audited Financial Statement at the end of every academic year
- v. Supervise all fundraising activities of the society
- vi. Hand all monies received, to The Treasurer within Forty-Eight (48) hours after collection
- vii. Be the Secretary to the Financial Committee
- viii. Be a member of the Society Week Planning Committee
- ix. Has vote cast at all meetings
- x. Be a signatory to the society accounts.
- xi. Submit all documents necessary for Auditing to the INFOCTESS Audit Board when required
- xii. Perform other duties assigned to him or her by the President or the Executive Committee

(6) THE TREASURER

He/she shall:

- i. Receive all funds of the society and deposit them in the society's accounts.
- ii. Together with the Financial Secretary keep accurate and proper accounts
- iii. Organise fund raising activities for the society
- iv. Be a member of the Week Planning Committee
- v. Deposit all monies received, at the Bank within forty-eight (48) hours.



- vi. Report the Financial Standing of the society at the General meetings if necessary.
- vii. Be a Signatory to the accounts
- viii. Submit all Savings Account book and/or cheques books to the Audit Board, for Auditing purposes.
- ix. Notwithstanding *clauses (i) and (v)* of this article, the Treasurer shall keep an impress amount which shall be decided by the Core Executive Committee.
- x. Has vote cast at all meetings

(7) PUBLIC RELATIONS OFFICER(PRO)

He/ She shall;

- i. Serve as a liaison between the Core Executive Council, Executive Committee, General Assembly and the General public or the society.
- ii. Carry out any function that may be assigned to him or her by the president or the Executive committee.
- iii. Be a member of the Planning Committee
- iv. Make effective publicity and advertisement of INFOCTESS activities.
- v. Be responsible for giving information to the General body within 24 hours after a conclusive decision has been made.
- vi. Shall perform any other function him/her by the Core Executive Committee or General Executive Committee which shall not be in contradictions this Constitution
- vii. Has vote cast at all meetings



(8) ORGANISER

The organising Secretary shall perform duties and functions which shall include;

- i. Being responsible for organising all functions and activities of the society which shall include General Meetings, Lectures, Seminars and the likes.
- ii. Maintain good public relations with the entire student body of the University and related faculties.
- iii. Carry out any such functions that may be assigned to him or her by the President or Executive Committee.
- iv. Be the Secretary to the Society Week Organising Committee.
- v. Has vote cast at all meetings

(9) DEPUTY ORGANISER

- i. Shall assist the Organiser to perform his duties and functions in clause (8) above.
- ii. Shall carry such delegation that will be given him by the Organiser to perform on his behalf.
- iii. Has a vote cast at all meetings.

(10) COUNCIL ATTORNEY

- i. Shall be the Legal adviser to The President, The Core Executive, Executive Committee and any other Administrative Body; including all Committees and Commissions on matters of law or Legal Opinions which are in relations to this Constitution, The SRC Constitution, The Students Handbook and The Constitution of Ghana.
- ii. Shall give advice on Constitutional and legal issues which arises prior to or at Core Executive Committee or the General Meetings, including whether proposed legislation complies with the provisions of the Constitution, act and treaties of the SRC or any other Association or society to which INFOCTESS is acceded.



- iii. Notwithstanding the provisions in clause (9) I and II of this Article, the Council Attorney shall be the Legal Adviser to the Judicial Board
- iv. He/she shall represent the society in all Legal Proceedings involving INFOCTESS.
- v. The Council Attorney shall be a Core Executive and Executive Committee member; and entitled to a vote at all meetings
- vi. He/she must sign on to the Student Bar Association (SBA); if not a member of the SBA prior to the appointment as the Council Attorney

CHAPTER THREE-ACCOUNT AND FINANCE MANAGEMENT

ARTICLE 8 – SIGNATORIES TO INFOCTESS ACCOUNT(S)

- a. The signatories to the Society's Account shall consist of;

A

- i Head of Department (HOD)
- ii Chief Patron(ess)

B

- iii President
 - iv Financial Secretary
 - v Treasurer
- b. The mandatory signatories that would render a cheque valid are a signatory each from the TWO categories A and B in clause (a) above.

ARTICLE 9– FINANCE

(1) SOURCE OF INCOME

- i. The students' dues shall be the main source of Revenue to INFOCTESS
- ii. Every INFOCTESS member shall be MANDATED to pay dues to the society, through the Financial Secretary and The Treasurer every Academic year



- iii. The society dues shall be determined by the Core Executive in consultation with the Chief Patron
- iv. The society dues shall be the Composition of:
 - a. The welfare of members
 - b. Constitution for members
 - c. INFOCTESS week celebration
 - d. Sports
 - e. Refreshment of members at General Meetings
 - f. Freshmen Orientation
 - g. Administrative Expenses
 - h. Souvenirs
 - i. Practical Skill Lessons
 - j. End of Academic Year Dinner
- v. In the case of continuing students, the following shall be exempted in the determinations of dues to be paid
 - a. Constitution for members
 - b. Freshmen Orientation
 - c. Souvenirs
- vi. Notwithstanding the provisions in Clause (1) IV and V of this Article, The Core Executive with the approval from the chief Patron, shall add or subtract the Compositions or determinants of INFOCTESS dues without necessarily reviewing this provision.
- vii. All dues levied on INFOCTESS members shall have a prior approval of the Chief Patron



(2) INFOCTESS FUNDS

- i. INFOCTESS shall have an account with one of the banks in Winneba
- ii. Into this account shall be paid all monies belonging to INFOCTESS
- iii. Signatories to this account for the purpose of withdrawing money shall be the President, Financial Secretary and The Treasurer.
- iv. INFOCTESS shall operate an Imprest system which shall be decided by the Core Executive Council
- v. The Treasurer shall disburse this amount diligy in consultation with the President.

(3) OTHER SOURCES OF INFOCTESS FUNDS

- i. INFOCTESS have the right to solicit supports in monetary terms and other likes from the Corporate World
- ii. All funds/Grants realised from an appeal for funds, Donations or Sponsorships from philanthropic organizations shall be deposited into the INFOCTESS Account and be presented by the Financial Secretary at the General meeting of the Semester the funds were received.

(4) LOANS

INFOCTESS shall not raise Loan for any purposes or whatsoever without a prior approval by 65% of INFOCTESS members present at the General meeting

- i. All interests on Loans raised shall not exceed 15%
- ii. The President shall disclose the details of the loan at the General Meeting prior to approval
- iii. All monies raised as loans shall be deposited or paid into INFOCTESS account

**(5) BUDGET**

- i. The Financial Secretary shall present a budget at the first General Meeting of every First Semester
- ii. The Budget shall consist of all estimations of Revenues and Expenditure of INFOCTESS for the academic year
- iii. The proposed estimations of Expenditure of any Committee/Commission/Boards shall be classified under the programs or activities of INFOCTESS and shall be part of the Master budget
- iv. All proposed budgets shall be posted on all INFOCTESS Notices Board for not less than 72 hours to the General meetings

(6) FINANCIAL STATEMENT

- i. The Financial Secretary shall present an Audited Financial Statements at the last General Meeting of every Academic, before the society Annual Handing-over Ceremony
- ii. Members at the General meetings shall have the power to accept the Statements as the true and accurate reflections of Financial Standing.
- iii. In cases, where the Financial Secretary; due to ill health, death or conditions of critical urgency, is not able to read the Financial Statement, members present at the General meeting shall decide on the following
 - a. A day shall be set in seven (7) days for the purpose of presenting the Financial Statements ONLY. And/ Or
 - b. The Treasurer shall assume the Position of the Financial Secretary to present the Financial Statement.

**(7) AUDITING**

- i. The Financial Secretary together with the Treasure shall make available necessary documents to the Audit Board for Auditing purpose
- ii. Copies of the Audit Board Reports signed by the Chief Auditor shall be posted on all INFOCTESS notice boards not less than 72 hours before the last General meeting of an Academic year
- iii. Out-gone Executive who for a reason or the other, refused to prepare or present an Audit report, The President and The Chief Auditor for such Administration shall be summoned by The General Executive Committee to answer questions to that effect
- iv. In pursuance of Clause III of this Article, The Audit Board with the approval of the Judicial Board, shall make a report to the chief Patron with a copy to the Dean of Students Affairs for the redemption of all monies found to have been misappropriated or embezzled by out-gone or an incumbent Executive

(8) PROJECTS

- i. Any project or programmes that may be exceeding the tenure of office of Executive officer shall not commence except with the approval of the Head of Department and The Patron(es) as well as not less Than 70% of members present at a General Meeting

(9) EMBEZZLEMENT OF THE SOCIETY'S FUNDS

Any member found to have embezzled INFOCTESS funds shall be made to pay such funds with interest as pronounced by the Judicial Board.



- i. In the case of an officer, such officer shall be relieved off his/her post before resettling the funds embezzled
- ii. Any Member, who fails to adhere to the provision in *Clause 1 and 2 of this Article*, shall be processed to face the SRC Judicial Board and subsequently face The Dean of Students' Affairs.

CHAPTER FOUR- COMMITTEES, COMMISSIONS, AND BOARD

ARTICLE 10 – APPOINTMENT OF COMMITTEES, COMMISSIONS AND BOARDS

- A. The Core Executive Council shall have the power to appoint the various Committees, Commissions and Boards members
 1. The Welfare Committee
 2. The Audit Committee
 3. Financial Committee
 4. Media and Publicity Committee
 5. Planning Committee
 6. Entertainment Committee
 7. Organising Committee
 8. Sports and Games Committee
 9. Judicial Board
 10. Chaplaincy Board
 11. Electoral Commission
 12. Ad-hoc Committees
- B. All members of the various Committees, Commissions and Board shall be sworn into office by the Oath at the first General Meeting and shall be charged with their functions as provided by This Constitution.



(1) WELFARE COMMITTEE

(I) COMPOSITION

The welfare committee shall consist of four (4) members;

- a. The Vice President shall be the Chairperson to this Committee
- b. Appointed Welfare Officer
- c. And any other Two (2) members
- d. The welfare officer shall be the Secretary to the Committee

(II) FUNCTIONS

- a. Be responsible for ensuring the well-being of members.
- b. In the event of a wedding, child birth, severe sickness or accident; shall come up with an appropriate entitlement for concerned members
- c. Notwithstanding the provisions in sub-clause b supra, the mode and amount of entitlement shall be approved by the Executive Committee
- d. Together with the Organising Committee, provide Refreshments to members at all General Meetings, Seminars and Workshop organised by the society
- e. Determine the Honorarium and other allowances of officials of the society on duties or assignments

(2) AUDIT COMMITTEE

I. COMPOSITION

The Audit committee shall consist of four (3) members;

- a. There shall be an independent Audit Board comprising three (3) members
- b. At least, two (2) of them must have knowledge in Accounting and Auditing
- c. The chairperson shall be called The Chief Auditor



II. FUNCTIONS

- a. Shall have the power to summon any person or persons before it in the exercise of its duty
- b. Have the power to appoint its own Secretary
- c. Shall Audit and present report on the accounts of all INFOCTESS Executive Officers, Commission, Committees and Boards established under this Constitution
- d. Responsible for publishing Audited reports and its recommendations before "handing over ceremony"
- e. Shall investigate all manner of cases of financial irregularities of INFOCTESS referred to it from time to time by any member

(3) THE FINANCIAL COMMITTEE

I. COMPOSTIONS

The Finance committee shall consist of four (4) members;

- a. The Vice President shall be the chairperson for this committee
- b. The Financial Secretary shall be the Secretary to the committee
- c. Other members are, The Treasurer and Any other one (1) member

II. FUNCTIONS

- a. Shall prepare a Master Budget for the Academic year
- b. Shall prepare and present the Financial Statement for the academic year
- c. Shall advice The President, The Core Executive as well as The General Executive on Financial matters of the society



(4) THE MEDIA AND PUBLICITY COMMITTEE

I. COMPOSITION

This committee shall consist of five (5) members

- a. An appointed member by the outgoing chairperson in consultation with the outgoing Executives and the incoming Executives with the approval of the Chief Patron.
- b. The PRO of the society who shall be an automatic member
- c. Other members appointed by the current chairperson.

II. FUNCTIONS

This committee shall be charged with the responsibility of:

- a. The committee chairperson shall be a member of the Society Planning Committee
- b. Making effective publicity and advertisement of all the society activities.
- c. Implementing and maintaining policies regarding publicity in the society
- d. The committee shall perform any other function assigned to it by the Executive committee

(5) DEPARTMENTAL WEEK PLANNING COMMITTEE

I. COMPOSITION

The Departmental week planning committee shall consist of seven (7) members;

- a. The Vice President as the Chairperson
- b. Financial Secretary
- c. Treasurer
- d. General Secretary
- e. Organiser
- f. P.R.O
- g. The media and publicity chairperson



II. FUNCTIONS

- a. Shall be the responsible body to plan for the Departmental Week Celebration.
- b. Shall have the right to invite any resource person to aid the planning for the Departmental week celebration.

(6) ENTERTAINMENT COMMITTEE

I. COMPOSITION

- a. Shall consist of five (5) members
- b. Among the five members shall consist of Appointed Chairperson
- c. Secretary
- d. P.R.O
- e. Organiser

II. FUNCTIONS

- a. Shall together with the Organising Committee draw up and submit a programme of social activities to be Approved by the Core Executive Committee at the beginning of every Academic year
- b. Shall Organise all forms of Entertainments in the interest of the society
- c. Shall perform any other functions as may be assigned by the Core Executive Council or Executive Committee



(7) ORGANISING COMMITTEE

I. COMPOSITION

- a. The Organising secretary shall be the chairperson for this Committee
- b. Other four (4) members shall be appointed by the Executive Committee to form this committee

II. FUNCTION

- a. Shall help in carrying out the duties of The Organising Secretary as provided in *clause 8 of Article 7* of this Constitution

(8) SPORTS AND GAMES COMMITTEE

I. COMPOSITION

The Sports and games committee shall consist of four (5) members;

- a. Appointed chairperson
- b. With two Deputies
- c. Organiser
- d. P.R.O
- e. Secretary

II. FUNCTION

- a. Shall be responsible for organising of all games and sporting activities for the society
- b. Shall have the mandate to draw up sporting and Games programmes at the beginning of every academic year for INFOCTESS
- c. Coordinate sports and games activities for the society



- d. Keep all inventories of sporting equipment

(9) THE JUDICIAL BOARD

I. COMPOSITION

The Judicial Board shall consist of four (5) members and shall be made of the following members

- a. The chairperson shall be known as the Chief Justice
- b. The Judicial Secretary
- c. Three (3) other members appointed by the chief Justice subject to the approval by the Core Executive Committee
- d. Members of the Judicial Board shall be known as Justices
- e. and shall be a member of the Student's Bar Association. Or subscribe to the Students Bar immediately taking Oath of Office, if not an existing member(s)

II. FUNCTION A. The Judicial Board shall have Jurisdictions in the;

- i. Enforcement and/or interpretation of this Constitution
- ii. All matters relating to elections under this Constitution.
- iii. Shall have the power to sit on impeachments Cases
- iv. All matters arising as to resolution was made or a person has acted ultra vires to the power conferred on him/her by this Constitution
- v. Shall have the power to do such things as shall be reasonably necessary there to including the issuing of the prerogative Writs or Order of Mandamus, Habeas Corpus,



- Certiorari, Prohibition Quo warrant, Declarations and Injunctions and issues directions for purpose of enforcing it powers
- vi. The Judicial Board Shall Make Available Copies of this Constitution to every member of the society
 - vii. The Board Shall also fall on the SRC Constitution, the student Hand Book as well as the 1992 Constitution of Ghana, for the purposes of hearing or determining a Case
 - viii. In the exercise of its functions, the Judicial Board shall be subjected to this Constitution only, and shall not be subjected to the control or direction of any person or authority but shall get it advise from the council Attorney.

B. Independent of the Judicial Board

- i. The judicial board shall be subjected to This Constitution Only, and shall not be subjected to the control of any person or authority.
- ii. Neither the Core Executive Council or the Executive Committee nor any other persons shall interfere with the Judiciary in the Exercise of its Mandate
- iii. No member of the Judicial Board shall be liable to any actions or suit for any action or omissions by him/her in the exercise of Judicial Power

C. Mode of Exercising Judicial Power

- i The Chairperson for this Board shall preside over all sittings
- ii The Chief Justice can delegate any member of this committee to preside over any Case The ruling or decisions of the Judicial board shall be of simple Majority
- iii The Judicial board shall be bound to give written reasons for its decisions
- iv Any person(s) appearing before the Judicial Board shall have right to a counsel
- v The verdicts of The Judicial Board can only be Reviewed by the SRC Judicial Board.



(10) THE CHAPLAINCY BOARD

The chaplaincy board shall:

- i Consist of representatives of approved religious bodies on campus.
- ii Be responsible for the Spiritual and Moral development of its members.
- iii The Imam shall represent the Muslim front and the Chaplain shall reprise the Christian front
- iv. This board shall have the power to appoint its Secretary and PRO

(11) THE ELECTORAL COMMISSION

1. The compositions and functions of this committee is stated under *Article 12 (Chapter 5)* of this Constitution

A. VETTING COMMITTEE

I. COMPOSITION

- a. The Electoral Commissioner shall be the chairperson for this committee
- b. The Secretary to the Electoral Commission shall be the Secretary to this committee.
- c. Other members shall include:
 - i Council Attorney
 - ii Two members of the **Executive Committee** members [**one (1) Male and one (1) Females**] nominated by the **Executive Committee**
 - iii And Three (2) others members [**one (1) Male and one (1) Females**] appointed by the Electoral Commissioner and approved by the Core Executive Committee
 - iv The Head of Department and/or a Patron might be invited as observers



- v Any other observers could be invited. But must first be approved by the Core Executive Council

II. FUNCTIONS

- a. Be responsible for ensuring that candidates who for any elections or appointment, satisfy the requirement provided in this Constitution or regulations that may be set by the Electoral Commissioner and approved by the General Executive Committee
- b. Have the power to disqualify any candidate for any election under this Constitution
- c. Shall have a Constitutional Instrument (CI) that shall regulate the requirements of candidates for election into office and must be in line with the SRC (CI)

B. CONSTITUTIONAL REVIEW COMMITTEE

1. GENERAL FUNCTION AND REVIEW PROCEEDURE

- 1. The Core Executive Committee shall have the mandate to establish a Constitutional Review Committee to fine-tune or update the whole Constitution
- 2. The Chairperson for this Committee Shall be nominated by the Chief Justice
- 3. The Review Committee shall present its report to the Chief Justice who will then present to the General Executive Committee
- 4. A Special General Meeting shall be convened for the purposes of approving the said review
- 5. At least not less than two -third (2/3) of the members present shall vote in favour of the whole document or in part
- 6. Publications of the approved pro shall be posted on the various notices not less than seventy-two 72 hours of approval
- 7. A REVIEW SHALL NOT BE DONE UNLESS AT LEAST FIVE (5) YEARS HAVE ELAPSED FROM THE DATE OF A PREVIOUS REVIEW



2. AMENDMENT OF ENTRENCHED PROVISIONS

A. For the purposes of this Constitution, the following provisions shall be considered as entrenched provisions

- i. Article 1, 2, 3 and 4
- ii. Article 5(1)
- iii. Article 6
- iv. Article 12(4)
- v. Article 15(2), (3) and (4)

B. All or any part of this constitution may be reviewed, deleted or amended by General body and voting at a referendum organised at the instance of the General Meeting. Such referendum shall require not less than 80% valid votes cast to amend an entrenched provision

12 AD-HOC COMMITTEE

There shall also be ad hoc committees which shall be appointed by the Core Executive Committee with the Constitution approval of the General Executive Council where necessary.

They may include;

- i. Committee for research and enquiry etc.

ARTICLE 11 - MEETINGS

INFOCTESS shall have a General Meeting at least twice a semester

THE GENERAL MEETINGS:

- i. Has the right to discuss any matters concerning the business of INFOCTESS.
- ii. shall require a quorum of at least two hundred (200) members including the Executive Members.



- iii. Dress code to all INFOCTESS meetings shall strictly be Formal or Traditional and the Departmental T-shirts. Wearing of Slippers, Sandals, Polo shall be considered as inappropriate dressing

CHAPTER FIVE-ELECTIONS

ARTICLE 12 - ELECTIONS AND REMOVAL FROM OFFICE

(1) ELECTORAL COMMISSION

- i. The Electoral Commission shall compose of the Electoral Commissioner with the
- ii. Deputy appointed and approved By the Core Executive Committee
- iii. The Commission shall be responsible for conducting the association's Election, Referenda, Opinion polls in Secret ballots.
- iv. The Commission shall appoint its Secretary and P.R.O. subject to the approval by the Core Executive Committee

(2) RULES FOR THE CONDUCT OF INFOCTESS ELECTIONS

The following regulations shall apply to all INFOCTESS Elections.

- i. In the case of Presidential Election, a candidate must obtain at least 50% plus one (1) vote to win an election or majority vote.
- ii. In any elections other than Presidential elections, a simple majority is required to win an Election.
- iii. Candidates who stand unopposed shall require at least 60% of the vote cast to win an election.



- iv. In the event of a tie, fresh elections (run-off) shall be held for the candidates involved within seventy-two (72) hours after declaration of results by the Electoral Commissioner.
- v. the Electoral Commissioner shall ask any candidate found guilty of an Electoral malpractice to withdraw from the Elections.
- vi. Where vast irregularities are detected, the elections shall be re-organised with seventy-two (72) hours
- vii. Any member of the society in good standing qualifies to stand and contest election to any office. However, positions such as President with the Vice President, Secretary, Financial Secretary, Organiser and Treasure shall be contested by students who have been in the department for at least one academic term.
- viii. A Deputy Organiser shall be contested by students from Level 100s who have been in the department and in good standing.
- ix. No student, who has once been voted out of any students' office for a proven misconduct shall be eligible to contest an election to any position under this constitution.
- x. Where the office of an elected officer, other than the President, becomes incapacitated, the Electoral Commissioner shall organise bye election within twenty-one (21) days of vacancy.
- xi. A violation of any of the regulations made for the conduct of election under this Constitution and any other regulation made by the Electoral Commission shall constitute an electoral offense.
- xii. The Electoral Commissioner shall be empowered to formulate any other rules deemed necessary to ensure smooth running of the election. Such rules shall be binding on subsequent elections amended



(3) CHALLENGING OF ELECTIONS RESULT

- i. The validity of the election of an Executive Officer may be challenged by any member of the association, by petition in writing to the Chief Justice within forty-eight (48) hours after provisional results have been declared
- ii. Such a petition shall be given a fair, honest and without prejudice the necessary attention
- iii. The chief Justice shall without prejudice to any of the provisions in this constitution decide on validity of an election within seven (7) days after receiving the petition.

(4) ELIGIBILITY AND TENURE OF OFFICE OF THE EXECUTIVE

- i. A member shall be eligible for election to any of the Executive Offices if he or she is a student of UEW and a member of the society.
- ii. A person shall not be qualified to contest for any of the offices mentioned as provided in **Article 6, Clause C (1)** of this Constitution if he or she has been found guilty of any offence involving dishonesty by court of law, the University Board, SRC, JCRC of the University, or if he or she is not in good financial terms with the society or been found by any Committee of enquiry to be incompetent to hold any office.
- iii. No Executive officer shall hold office for more than one (1) academic year. Otherwise known as an Academic term

(5) APPOINTMENT OF POLLING AGENTS

- i. Each fully certified candidate shall appoint one (1) polling agent per the names of polling station created by the Electoral Commission five (5) clear days before voting
- ii. The polling agents of all Candidates together with the Electoral Commission shall be responsible collectively for supervising Free and Fair Election



- iii. The Electoral Commissioner Shall make Available list with index numbers of eligible Voters (Polling Register) to the respective agents through the various candidates not less than twenty-four (24) hours to the commencement of voting
- iv. All agents at a polling station shall append a signature against the realised results at such polling station
- v. Notwithstanding the provisions in *Sub-clause iv supra*, the inability of an agent to sign shall not **PRIMA FACIE** invalidate the results
- vi. The Electoral Commission Shall organise a training seminar(s) for Polling Agents within three (3) days before the polling day; with regards to the Rules and Regulation as well as the generally accepted procedures for the election processes.

(6) GROUNDS FOR REMOVAL FROM OFFICE

An executive officer shall be removed from office if found, in accordance with the provisions of this article to;

- i. Have acted in violation of the oath of office as provided in this Constitution
- ii. Have conducted himself/herself in a manner which brings the high office of INFOCTESS into disrepute, ridicule or contempt.
- iii. Inimical to the interest of students.
- iv. Be incapable of performing the functions of his/her office by reason of infirmity of body or mind
- v. Have embezzled funds or misappropriated the finance of INFOCTESS.
- vi. Be inefficient or negligent in the discharge of his/her duties.
- vii. Absence from executive meeting for three consecutive times without any tangible reason.



(7) IMPEACHMENT PROCEDURES

- i. Any student shall by notice in writing, address to the Chief Justice to commence impeachment proceeding against an Executive officer. An Executive office against to whom impeachment proceeding have been commenced, shall be served with a copy of the notice within seventy-two (72) hours before the start of such proceedings
- ii. The Chief Justice shall set a day for hearing the case, within five (5) days of receiving impeachment notices. The decisions of the Judicial Board shall be of Simple majority
- iii. The General Assembly shall then debate on verdict of the Judicial Board and thereof vote on the issue
- iv. In the case of impeaching the President, the valid votes cast by General Assembly shall not be less than seventy percent 70% and that of ordinary Core Executive Officer, not less than sixty percent 60%
- v. Any officer impeached shall with immediate effect cease to be a INFOCTESS Executive Officer.
- vi. Any vacancies created by virtue of any provisions of this Constitution shall be filled within fourteen days (14) after such vacancies are created
- vii. In the case of relieving off the post of the Electoral Commissioners or the Chief Auditor, the President shall in the form of writing, present a petition to the Judicial Board. Stating that; the Commissioner or the Auditor has acted ultra vires, or he/her she is incompetent/incapable enough to assume such post. The Judicial Board shall determine the merit of the case



CHAPTER SIX-AUXILIARIES

ARTICLE 13 – MISCELLANEOUS

(1) ORIENTATIONS

- i. INFOCTESS shall organise orientation seminar(s) for the newly elected Executive and Committee members before assuming office.
- ii. The Constitution shall be explained to the elected Executive.
- iii. Executive Committee shall organise an orientation seminar(s) for the entire Freshmen of INFOCTESS before the first General meeting of every first Semester of the Academic year.

(2) INTERVENTIONS

The Chairman, in addition to discussion at a meeting shall allow

A. Point of order

- 1) A point of order shall be heard at all times except during the times of voting and the chairman shall give his ruling on such issue
- 2) The member raising to put the point of order shall prove one or more of the following;
 - i. That the speaker is going outside the scope of the motion or item under discussion
 - ii. That the speaker failed to address the chair
 - iii. The speaker is using improper language
 - iv. The speaker is dressed inappropriately (for the purposes of General Meeting, wearing of sandals, T-shirt and polo shirts are conceded as inappropriate dressing)
 - v. That he/she is transgressing the Constitution or standing orders



B. Point of correction

- i. A point of correction shall seek to correct a wrong impression or information, supplied to the house by any member on the subject of discussion

C. Point of information

- i. Point of information shall seek to provide information to the right speaker and shall strictly be related to the subject under discussion

D. Addendum

- i. Something that is or has been added or supplemented

(3) ALUMNI ASSOCIATION

- i. INFOCTESS shall assist, encourage and promote the formation of an alumni association of the society.
- ii. The Alumni shall assist financially, materially and provide any other means towards the smooth running of the association

(4) SOCIAL ACTIVITIES

- i. INFOCTESS shall organise social activities in order to foster understanding, togetherness and interaction among its members.
- ii. INFOCTESS may undertake any social, commercial activities to raise funds for itself.

(5) HONORARIUMS

- i. Certificates of honour shall be presented to members of the various Committees at the end of their term of office.



- ii. Without prejudice to any provision of this constitution, a person shall not be entitled to a certificate if he/she has not successfully completed his/her tenure legally.

(6) ANNUAL HANDING OVER CEREMONY

- i. The out-going together with the in-coming shall organise a handing over ceremony within 14 days after election and declaration of results.
- ii. The handover ceremony shall be chaired by a patron.
- iii. It shall take place in the form of farewell for outgoing Executive board as well as a platform to usher in new Executive

(7) COPIES OF THE CONTITUTION

- i. Copies of this constitution shall be made available to all members upon first registration to the society and if not, available student can visit the society website for a copy (soft).
- ii. The Secretary shall have a copy to be kept in university library and shall make available, copies of this constitution for reference by any student and with shall be a bona fide property of the University of Education Winneba.

(8) PATRONS

- i. The Chief patron(ess) shall be selected/chosen by the Executive Council of the INFOCTESS in consultation with the Head of Department of I.C.T.
- ii. Furthermore, all lecturers in the department shall be automatic patrons of the society.

(9) BENEFITS

A scheme of benefits shall be determined by core executives and the patron/patroness put in place for members of the association.

It shall be established to cater for the welfare of members individually or collectively.



ARTICLE 14

THE OATH OF ALLEGIANCE

Ido (in the name of God Almighty swear) (solemnly affirm) that I will bear true faith and allegiance to INFOCTESS as the law established; that I will uphold the sovereignty and integrity of INFOCTESS; and that I will preserve, protect and defend the constitution of INFOCTESS. (SO, HELP ME GOD)

THE PRESIDENTIAL OATH

I, having been elected to the high office of President of INFORMATION AND COMMUNICATION TECHNOLOGY EDUCATION STUDENTS’ SOCIETY (INFOCTESS), do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to INFOCTESS; that I shall at all times. preserve, protect and defend the constitution of INFOCTESS: and that I dedicate myself to the service and wellbeing of the members of INFOCTESS and do the right to all manner of persons.

I further (solemnly swear) that I will conform to the principles of strict accountability, financial and otherwise and that, should I at any time break this oath, I shall submit myself to the dictates of the INFOCTES Constitution and suffer the penalty therein. (SO, HELP ME GOD).



THE OATH OF THE SOCIETY

THE OATH OF OFFICE FOR THE VICE PRESIDENT

I, having been elected to the high office of Vice-President of INFOCTESS do (in the name of the Almighty God swear) (solemnly affirm) that I will be faithful and true to INFOCTESS; that I will at all times preserve, protect and defend the Constitution of INFOCTESS; and that I dedicate myself to the service and wellbeing of the members of INFOCTESS and do the right to all manner of members.

I further (solemnly swear) that I will conform to the principles of strict accountability, financial and otherwise and that, should I at any time break this oath, I shall submit myself to the dictates of the INFOCTES Constitution and suffer the penalty therein. (SO, HELP ME GOD).

THE JUDICIAL OATH

I, having been appointed as a member of the INFOCTESS Judicial Board, do hereby in the name of God Almighty swear and Solemnly affirm that, I will interpret the INFOCTESS Constitution without fear or favor and that, I will defend and uphold the Constitution and adjudicate on all matters that shall be brought to the Judicial Board without **affection, ill-will or personal interest**; that I will take this obligation freely, without any **mental reservation or purpose of evasion**; and should I at any time break this oath, I shall submit myself to the dictates of the INFOCTES Constitution and suffer the penalty therein. (SO, HELP ME GOD).



THE OATH OF OFFICE FOR EXECUTIVE OFFICERS

I, Having been elected as
(NAME OF PORTFOLIO) of INFOCTESS do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times faithfully and truly serve INFOCTESS in the capacity of
(NAME OF PORTFOLIO), that I will support and uphold the principles, financially and otherwise, that I will seek the welfare of members of INFOCTESS and do the right to all manner of persons. I further (solemnly swear) submit that should I at any time break this oath of this office, I shall submit myself to the laws of INFOCTESS and suffer the penalty for it. (SO, HELP ME GOD).

THE OATH OF OFFICE FOR COMMITTEE MEMBERS

I,do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times well and truly serve INFOCTESS in the high office of, and that I will uphold and at all preserve, protect and defend the constitution of INFOCTESS as by law established. (SO, HELP ME GOD).



ARTICLE 15-HISTORY

1. INFOCTESS-UEW HISTORY

The Information and Communications Technology Students Society (INFOCTESS) was formed in the 2010/2011 academic year under the Information and Communications Technology Education Department of the University of Education, Winneba. It started with a student population of twenty-eight (28) which was made up of only males being the first batch of students admitted in the University to start the ICT Education programme.

Initially, the name given to the association was ACTS, which meant ASSOCIATION OF COMMUNICATION TECHNOLOGY STUDENTS. This name was changed to Information Technology Students' Society (INFOTESS) because we wanted to align ourselves and have a common name with our brothers and sisters at UEW-Kumasi campus. Upon further consultations and deliberations with our patrons and chief patron, it deemed necessary to finally settle on Information and Communications Technology Students' Society (INFOCTESS) in the 2011/2012 academic year since our programme has Communications factor in it as compared to that of UEW-Kumasi campus.

The 2011/2012 academic year saw an increase in enrollment to 35 students comprising of 3 females and 32 males. In the 2012/ 2013 academic the department and the society got a boost with a quite larger students' population during the admission period.

The Society has therefore gone through further growth and transformations.

2. INFOCTESS-UEW LOGO



3. AUTHORITY

The Logo shall remain the sole property of INFOCTESS. No part or full of this logo shall be used by any other person(s) without the prior approval of the society.

4. DESCRIPTION OF THE LOGO

The Hand is holding a globe that captures Information and Communication Technology (ICT).

INFOCTESS is a society that aims at exploring around the globe to capture technology.



The White and the Blue colors represents the Clouds that surround the Globe.



.....

DANIEL DRAVIE

(ATTORNEY- COUNCIL)



.....

FRANCIS BAIDOO

(GENERAL SECRETARY)

COMMITTEE MEMBERS

SELORM KWAME DZIKUNU

GIDEON ATAKORA SARKODIE

STEPHEN OPOKU

EMMANUEL ADUSEI

CHRISTIAN KWAME ADORKORTSE

MODESTY KWABENA AZALOO

JOHN BOAFOR ACKAH