

**THE CONSTITUTION OF DAR ES SALAAM INSTITUTE OF TECHNOLOGY
STUDENT’S ORGANISATION (DITSO), AS AMENDED 2018**

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**THE CONSTITUTION OF THE DAR ES SALAAM INSTITUTE OF
TECHNOLOGY STUDENTS' ORGANISATION (DITSO) AS
AMENDED 2018**

PREAMBLE

WHEREAS, WE, the members of DITSO, have firmly and solemnly resolved to re-enact this Constitution for our Institute in order to realize and build a students' society which respects the pillars of freedom, rights, obligations, unity, and peace:

AND WHEREAS, such pillars can only be realized and built in a students' democratic society in which the organs of governance are responsible to, overseen and monitored by the Institute Students' Representative Council, the Judicial Organ and the Authority which shall see to it that all rights of the DITSO members are preserved and protected, and every member's responsibilities are implemented authentically:

NOW, THEREFORE, THIS CONSTITUTION IS REENACTED BY THE MEMBERS OF THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY STUDENTS' REPRESENTATIVES COUNCIL (ISRC), on behalf of the DIT students and with the approval of the Council granted on the 17 day of April 2018 and do, this 17 day of April 2018, officially declare the adoption of this **CONSTITUTION**, which shall regulate the management and the operations of the students' organization established hereunder.

PART ONE

NAME OF THE ORGANISATION, PURPOSE AND POWERS OF THE ORGANISATION, MEMBERSHIP

Article 1: Name and Headquarters of the Organization

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| Name of the organization | 1.1 | There shall be and is hereby established the Dar es salaam Institute of Technology Students Organization. The acronym of the organization shall be DITSO. |
| The Headquarters of the Organization | 1.2 | The Headquarters of the organization shall be at the Dar es Salaam Institute of Technology (DIT) Main Campus, at the Junction of Bibi Titi Mohammed/Morogoro Road, Dar es Salaam, Tanzania. |

Article 2: Definitions and Interpretation

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| Definitions and Interpretation | 2.1 | <p>In this Constitution, unless the context otherwise requires: -</p> <p>"the Act" means the Dar es Salaam Institute of Technology Act, 1997, Act No.6 of 1997; B.Eng. Program means Bachelor of Engineering Programmes; "the Constitution" means the Constitution of DITSO; "the Council" means the Council of the Institute established under article 7 of the Act; DEX COM" means Executive department Committee referred to article 38 "DIT" means the Dar es Salaam Institute of Technology established under section – of the Act; "DITSO" means the Students' Organization established under Article 1.1 of this Constitution; "the Electoral Committee" means an organ of DITSO established under Article 24 of this Constitution; "the Institute" means the Dar es Salaam Institute of Technology established under section – of the Act; "the Institute Students' Representative Council" means an organ of DITSO established under Article 16 of this Constitution; "Office Bearers" means students' leaders specified in Article 34 of this Constitution; "OD Programme" means Ordinary Diploma in Engineering Programmes; "Student Baraza"</p> |
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means the supreme organ of DITSO established under Article 14 of this Constitution;
“Students’ Organization” means DITSO;

Article 3: Status and Capacity to Contract

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| Status of the Organization | 3.1 | DITSO shall be the sole, autonomous, independent and official representative organ of the students of the Dar es Salaam Institute of Technology as provided under the Act, the Regulations and the DIT Students’ By-Laws and approved by the Council and shall be capable of holding and managing any property, whether movable or immovable, in liaison with the Dean of Students within the framework of the Act and the Institute’s organs. |
| Nature of the organization | 3.2 | DITSO is not a legal entity and, as such, it will be represented by the Principal of the Institute in all contracts. The Principal may delegate such function to the Dean of Students. |
| Capacity to contract | 3.3 | No DITSO office bearer shall enter into contract on behalf of DITSO and any contract purporting to have been so made shall be null and void. |

Article 4: The Official Language of the Organization

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| The Language of the Organisation | 4.1 | The official languages of DITSO shall be both English and Kiswahili. |
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Article 5: Purpose of the Organization

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| Purpose of the organization | 5.1 | Without prejudice to the other provisions of this Constitution, the purpose of DITSO shall be to develop leadership skills as well as an awareness of social responsibilities so as to encourage students to participate in student life. |
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Article 6: Compliance Statement

Compliance
Statement

- 6.1 DITSO understands and is committed to fulfill its responsibilities of abiding by DIT policies. Upon approval by the Council of the DIT, DITSO shall be a registered students' organization at the DIT and shall comply with all the laws of the United Republic of Tanzania as well as all DIT regulations, policies and procedures. In addition, it shall adhere to the following principles: **(i)** Transparency in all its affairs; **(ii)** Accountability for its actions and omissions; **(iii)** Observance of the sense of responsibility in its decisions and pursuits; **(iv)** Be guided by good moral principles; and **(v)** Respect and implement gender mainstreaming.

Article 7: Membership

- 7.1 Every person admitted to any postgraduate, undergraduate degree, or Ordinary diploma program at the Dar es salaam Institute of Technology campus shall become a member of DITSO upon being registered as a student.
- 7.2 Membership conditions
Membership to the organization shall subsist subject to (a) Payment of annual subscription fees as provided by Rules made by ISRC. (b) Active participation in DITSO activities.
- 7.3 Cessation of membership
Membership to the organization shall cease when any of the following occurs - **(a)** Upon one ceasing to be a student of the Dar es Salaam Institute of Technology by any reason whatsoever **(b)** Upon cessation of membership in accordance with the provision this constitution.

Article 8: Rights and Duties of Members

Rights of
members

- 8.1 Every DITSO member shall have the right and be entitled: **(i)** to participate in all general activities of DITSO, vote or hold office when elected or appointed; **(ii)** to obtain and inspect copies of all documents of DITSO on request being

made to the Executive Secretary; **(iii)** to request and receive all the publications of DITSO; **(iv)** to appear before or appeal to any organ of DITSO or the Institute that may determine the member's rights or interests; **(v)** to audience and freedom of expression before all organs of DITSO and its media; and **(vi)** to freely and peaceably: (a) Assemble; (b) Demonstrate; (c) Express one's opinion; and (d) Conducting referendum.

PROVIDED THAT, they shall not cause breach of peace or disrupt academic and administrative functions of the Institute; and PROVIDED FURTHER THAT in course of enjoyment of the rights stated in this Constitution nothing shall be construed to entitle a member of DITSO to hinder in any way the enjoyment of other members of the same.

Duties of members

- 8.2 Subject to the provisions of this Constitution, all DITSO members are duty bound to: -
- (i)** to promote and preserve the sanctity of this Constitution;
 - (ii)** to endeavor to educate themselves to the best of their ability and education for the benefit of humanity;
 - (iii)** to pay subscription fee when due;
 - (iv)** to attend meetings of DITSO regularly and discharge their assignments;
 - (v)** to exhibit a sense of high self-discipline and ethics;
 - (vi)** to promote academic excellence;
 - (vii)** to participate in all activities of DITSO;
 - (viii)** to refrain from influencing DITSO, and or its individual members in any way or manner which may prejudice the status of DITSO or bring it into disrepute; and
 - (ix)** to refrain from directly engaging in any political party activities as provided in the Student By-Laws, 2003, as amended from time to time.

Article 9: Members' Integrity and Etiquette

Integrity and Etiquette

- 9.1 Every DITSO member shall be obliged to observe and respect the personal integrity, dignity and rights of other members.
- 9.2 In any event when it is proved that any DITSO member has done any act or omission which violates the provisions of

this Constitution he/she will be deemed to have committed an offence.

- Offences 9.3 For the avoidance of doubt, any DITSO member shall be considered to have committed an offence if he/she:
- (i)** Commits financial impropriety; **(ii)** Commits sexual harassment, as defined in the Students By-Laws, 2003, as amended from time to time; **(iii)** Fails or refuses to obey DITSO Disciplinary Authority; **(iv)** Uses scandalous, abusive, obscene or threatening language against any student or member of staff of the Institute; **(v)** Uses force or offers violence against or strikes a fellow student or member of staff of the Institute; provided that such act occurs within the Institute Campus; **(vi)** Commits an act or conduct which does or is likely to cause damage, defacement or violence to person or property of a fellow student or member of staff of the Institute within the Institute Campus on the Institute; **(vii)** Commits an act or conduct which is intended to obstruct any of DITSO business in the ISRC or any of DITSO meetings; and **(viii)** Commits any act or omission that severely diminishes or prejudices the status of DIT or its members.

Article 10: Functions Powers of the Organization

- Functions of the organization 10.1 DITSO in collaboration with the Dean of students shall have the following functions:
- (a)** Set up a code of conduct for students within the students community; **(b)** Set up mechanism for the enforcement of the code of conduct; **(c)** Organize student's events and recreation; **(d)** Organize outreach programs with surrounding communities or general public; **(e)** Provide public or community services; **(f)** Provide peer support services to students with special; **(g)** Represent students in appropriate university decision making organs; **(h)** Set up procedure for taking complaints from the aggrieved student; **(i)** Provide Mentorship services to young future university students

Powers of the organization 10.2 DITSO may, in consultation with the Dean of Students, have powers:
(i) To prepare and or amend the Constitution of the Organization; **(ii)** To prepare elections rules; **(iii)** To prepare the code of good conduct for students; **(iv)** To prepare financial regulations; **(v)** To prepare rules governing peer support services; and **(vi)** To organize and implement outreach programs.

Article 11: Official Advisor

Official Advisor 11.1 The Dean of Students shall be the chief advisor to DITSO and shall be responsible for tabling DITSO and student affairs in general for decision making purposes by the Institute organs. The role and duties of the Advisor shall include attending meetings, providing counsel to the organization's officers, and such other advice as may deem fit.

Article 12: Affiliation

Affiliation 12.1 DITSO may affiliate or be affiliated to any students' external organization provided that such affiliation must be approved by the Council and be published to the student community. On approval of the affiliation, the same shall be made known to the students' community by the organization.

PART TWO

ORGANS OF GOVERNANCE OF DITSO

Article 13: Organs of Governance

Organs of Governance 13.1 There shall be established the organs of DITSO as follows: -
(i) At the Institute Level:
(a) The Students' Baraza; **(b)** The Institute Students' Representative Council (ISRC); **(c)** The Cabinet; **(d)** The

Electoral Committee (EC); **(e)** The Judicial Organ; and **(f)** The Loans and Grants Committee (LGC).

(ii) At the Block, Department and Class Level:

(a) The Block Assembly; **(b)** The Block Committee; **(c)** The Department Executive Committee(DEX-COM) and **(d)** The Class Meeting

Article 14: Students' Baraza

- Students' Baraza
- 14.1 There shall be a Students' Baraza of the Institute which shall consist of all students of the DIT and all meetings of the Students' Baraza shall be held at the Institute's main campus.
- 14.2 The Students' Baraza shall be the supreme organ on matters of policy and all other organs established under this Constitution shall be subordinate and accountable to it.
- 14.3 The Students' Baraza shall meet at least once in every academic semester, as provided for in the DITSO almanac, and shall be convened by the Prime Minister, upon receiving prior written permission from Deputy Principal Academic, Research and Consultancy.
- 14.4 An extraordinary, emergency or special meeting of the Students' Baraza may be convened at any time, provided that the Prime Minister shall issue due public notice, given at least two (2) days prior to the holding of such Baraza, when so directed by the President of DITSO or, upon the receipt of a petition signed by the two thirds (2/3) of the members of the ISRC.
- 14.5 Without prejudice to the provisions of sub-Article 14.3 of this Constitution, the extra-ordinary Students' Baraza for the impeachment of the President of DITSO and, or Vice President, shall be summoned by the Chief Clerk of the ISRC upon receiving directives of the ISRC.

- 14.6 Where the Prime Minister fails to convene a scheduled or an extra-ordinary, emergency, or special meeting referred to in sub-Article 14.4, as the case may be, he/she shall give reasons in writing to the students' community, as to the cause of such a failure, and the President of DITSO shall proceed to convene such meeting, after the expiry of twenty-four (24) hours from the time the request to hold such meeting was lodged with the Prime Minister.
- 14.7 The *quorum* for the Students' Baraza meetings shall be two thirds (2/3) of all the DITSO members and where the meeting lacks such *quorum*, the meeting shall be postponed to another date or time to be determined jointly by the Speaker of the ISRC, the President of DITSO and the Prime Minister.
- 14.8 Unless otherwise stipulated in this Constitution, decisions of the Students' Baraza shall be arrived at by consensus or acclamation or by simple majority of members present and voting.
- 14.9 Each member eligible for voting shall have one vote at all meetings, except the President or Vice President of DITSO, as the case may be, who shall have an additional or casting vote in case of a tie.
- 14.10 The President of DITSO shall preside at all the meetings of the Students' Baraza and, in his absence; the Vice President of DITSO shall preside over that particular meeting, save where the Students' Baraza is convened with the accusation of, or impeachment of the President and, or the Vice President of DITSO, the Students' Baraza shall be presided over by the Chairperson of the Judicial Organ.

Article 15: Functions of the Student Baraza

- Functions of the Students' Baraza
- 15.1 Subject to the other provisions of this Constitution, the Students' Baraza shall have the following functions: -
(i) to oversee and monitor the discharge of duties and functions of its subordinate organs; **(ii)** to establish and/ or

revise policy, carry out the students' affairs and take such other appropriate action as may be necessary for the furtherance of the objectives of DITSO; **(iii)** to discuss all matters of interest to students; **(iv)** to approve a vote of no confidence against the President of DITSO and his entire Cabinet, as recommended by the Institute Students' Representative Council; **(v)** to receive, discuss and approve the annual budget, strategic plans, annual report, and the audited accounts of DITSO; **(vi)** to approve, after noting by the Institute Students' Representative Council, amendments to this Constitution as proposed by the President of DITSO and his Cabinet; **(vii)** to carry out a by- election if the office of the President and Vice President of DITSO falls vacant due to any cause; and **(viii)** to carry out any other functions and do any other legitimate activities which would facilitate the discharge of the objectives of DITSO.

Article 16: Institute Students' Representative Council (ISRC)

The ISRC
and its
composition

- 16.1 There shall be an Institute Students' Representative Council (ISRC), which shall consist of all students' representatives of the DIT, and all meetings of the ISRC shall be held at the Institute's main campus.
- 16.2 The Institute Students' Representative Council shall be composed of the following members: -
(i) The Speaker of the ISRC; **(ii)** The Deputy Speaker of the ISRC; **(iii)** The Chief Clerk; **(iv)**The Prime Minister; **(v)** The Ministers;**(vi)**Deputy Ministers; **(vii)**The Block Managers; **(viii)** The Class Representatives; **(ix)** Three women Representatives appointed by the president of DITSO; one from Masters Programme, one from Bachelor of Engineering and one from ordinary Diploma; **(x)** Two representatives of the disabled members appointed by the president of DITSO; one male and one female; and **(xi)** The Chairperson of the Judicial Organ.

Article 17: The Speaker of the ISRC

The
Speaker of
ISRC

- 17.1 There shall be a Speaker of the ISRC, who shall be the head of the Institute Students' Representative Council, and shall be elected by the majority votes of all members of the ISRC during its first meeting.
- 17.2 The Speaker of the ISRC shall be elected from amongst students who are members and non-members of the ISRC and who are qualified to be members of the ISRC.
- 17.3 The Ministers and Deputy Ministers, for the purposes of this Article, shall not be elected Speaker of the ISRC.
- 17.4 Any student who is not a member of the ISRC, who is elected Speaker of the ISRC, shall be required, before commencing to discharge the functions of his/her office, to take and subscribe the oath of allegiance before the ISRC.

Duties and
functions of
the Speaker

- 17.5 The Speaker of the ISRC shall be entitled to discharge, *inter alia*, the following duties and functions: -
- (i) to chair all meetings of the Institute Students' Representative Council;
 - (ii) to convene, where appropriate, meetings of the Institute Students' Representative Council in accordance with the provisions of this Constitution;
 - (iii) to nominate one member of the secretariat of the ISRC outside the ISRC members, subject to confirmation by the ISRC;
 - (iv) to reconvene meetings of the ISRC which are postponed for lack of *quorum*, after consultation with the President of DITSO and the Chief Clerk of the ISRC;
 - (v) to receive complaints from the students' community relating to alleged violation of this Constitution, by the

Chairperson of DITSO and his Executive Committee, and consult the office of the Dean of Students before transmitting them to the ISRC for onward transmission to the Judicial and Disciplinary Affairs Committee and to the Students' Baraza;

- (vi) to ensure availability of copies of this Constitution to DITSO members in collaboration with the Chairperson of DITSO; and
- (vii) to receive any motion or agenda from DITSO members on any matter of interest to the students' community and place the motion or agenda for discussion either before the Students' Baraza or the Institute Students' Representative Council, as the case may be, provided that the said motion or agenda shall be supported by not less than 50% of the ISRC members.

Article 18: The Deputy Speaker of the ISRC

The Deputy
Speaker
of the ISRC

- 18.1 There shall be a Deputy Speaker of the ISRC who shall be elected by the majority votes of all members of the ISRC in its first meeting.
- 18.2 The Deputy Speaker of the ISRC shall be elected from amongst students who are members and non-members of the ISRC and who qualify to be members of the ISRC.
- 18.3 The Ministers and Deputy Ministers, for the purposes of this Article, shall not be elected Deputy Speaker of the ISRC.
- 18.4 Any student who is not a member of the ISRC, who is elected Deputy Speaker of the ISRC, shall be required, before commencing to discharge the functions of his/her office, to take and subscribe the oath of allegiance before the ISRC.

Duties and functions of the Deputy Speaker of the ISRC

18.5 The Deputy Speaker of the ISRC shall be charged with the following duties and functions: -
(i) to assist the Speaker of the ISRC in respect of all matters relating to the office of the Speaker of the ISRC; **(ii)** to deputize for the Speaker of the ISRC during the Speaker's absence from office; and **(iii)** to perform such other functions as the Speaker of the ISRC, and the ISRC may delegate to him.

Procedures of electing the Speaker and Deputy Speaker of the ISRC

18.6 The Speaker and Deputy Speaker shall be elected by filling prescribed form and screened by the Electoral Committee. The Electoral Committee shall submit three nominated contestants for each post to the ISRC through DITSO President for election. Electoral Chairperson shall be the secretary during the election.

18.7 The elections of the Speaker and Deputy Speaker of the ISRC shall be by way of secret ballot, and shall be conducted in accordance with the rules of the ISRC made thereunder.

Article 19: The Chief Clerk of the ISRC

The Chief Clerk of the ISRC & his/her duties

19.1 There shall be the Chief Clerk of the ISRC, who is the Chief Executive in the office of the ISRC, and shall be responsible for the efficient discharge of the business of the ISRC and shall be entrusted with the following duties and functions: -
(i) to convene meetings of the Institute Students' Representative Council (ISRC); **(ii)** to determine, in collaboration with the Speaker or Deputy Speaker of the ISRC, and the President of DITSO, the time and date when aborted meetings of the ISRC for lack of *quorum* should be reconvened; **(iii)** to be the Secretary of the Institute Students' Representative Council; **(iv)** to establish the data base of the members of the ISRC, by their names and total numbers; **(v)** to carry out clerical and financial activities of the ISRC; **(vi)** to head the Secretariat of the ISRC and **(vii)** to carry out such other duties and functions as may otherwise be delegated to him by the Institute Students' Representative

Council, the President of DITSO and the Speaker of the ISRC.

- 19.2 The Chief Clerk of the ISRC shall be appointed by the President of DITSO and approved by one-thirds (1/3) of votes of majority members of the ISRC.
- 19.3 In case of any disciplinary misconduct done by the Chief Clerk of the ISRC, the ISRC shall recommend to the President of DITSO Office to remove the Chief Clerk from office.

Article 20: Meetings of the ISRC

Meetings
of ISRC

- 20.1 The Institute Students` Representative Council shall meet at least twice in every academic semester, as provided for in the Organization almanac, and shall be convened by the Chief Clerk, upon giving a three (3) days public notice or a shorter period, as the circumstances may demand, and a copy of the notice shall be served to the Dean of Students.
- 20.2 An extra-ordinary, emergency or special meeting of the ISRC shall be convened by the Chief Clerk in accordance with the provisions of sub-Article 20.1:
(i) at the request of the Chairperson of DITSO; and **(ii)** upon receiving a petition by at least Fifty (50) Percent of the members of the ISRC.
Provided that the ISRC Secretariat shall deliberate on the request or petition before the convening of the meeting.
- 20.3 Where the Chief Clerk fails to convene a scheduled or an extra-ordinary, emergency or special meeting, the Speaker of the ISRC shall proceed to convene such meeting in accordance with the provisions of sub-Article 20.1 of this Constitution.
- 20.4 The *quorum* for the Institute Students` Representative Council shall be two thirds ($\frac{2}{3}$) of the members and where the meeting lacks such *quorum*, the meeting shall be postponed to such date and/or time as the Speaker, or

Deputy Speaker of the ISRC, as the case may be, after consultation with the Chief Clerk and the President, may determine.

- 20.5 All decisions in the Institute Students` Representative Council meetings shall be arrived at by consensus or by simple majority, if voting is taken up; provided that, in case of voting, each member eligible to vote shall have one vote, except the Speaker or Deputy Speaker of the ISRC, as the case may be, who shall have an additional or casting vote in case of a tie.
- 20.6 The Speaker of the ISRC shall preside at all meetings of the Institute Students` Representative Council and, in his or her absence, the Deputy Speaker of the ISRC shall preside over that particular meeting.
- 20.7 Members of the Institute Students` Representative Council shall not be entitled to any remuneration, but, may be reimbursed by DITSO for any expenses incurred by them in the performance of their respective duties.

Article 21: Powers of the ISRC

Powers of
the ISRC

- 21.1 The ISRC shall have powers;
 - (i)** To elect the Speaker, Deputy Speaker; **(ii)** To approve the name of the Prime Minister, and the Clerk of the ISRC by 1/3; **(iii)** To confirm the Ministers and Deputy Ministers appointed by the President; **(iv)** To review and approve or disapprove policies and actions of DITSO Government whenever it considers necessary or desirable to do so; **(v)** To evaluate and take appropriate action on the annual general Handover Report by the DITSO government; **(vi)** To consider and approve or otherwise authorize budgetary appropriations funds of DITSO government; **(vii)** To approve budget estimates presented by the DITSO government during the budget session; **(viii)** To make provisions in any appropriate manner for regular auditing of books of accounts

of organs of DITSO to ensure a sound, proper and efficient administration of DITSO

Article 22: The Secretariat of the ISRC

The
Secretariat
of the ISRC

22.1 There shall be a Secretariat of the ISRC which shall be headed by the Chief Clerk of the ISRC.

22.2 In carrying out his/her functions, the Chief Clerk shall liaise with the Prime Minister.

22.3 The Secretariat shall be composed of the following members:
(i) The Chief Clerk of the ISRC appointed by the President of DITSO in accordance with the provisions of Article 18 of this Constitution; (ii) Two members elected from amongst the ISRC members who shall not be Cabinet members, of whom, one shall be female and another male; and (iii) One member appointed by the Speaker of the ISRC from outside the ISRC with the approval of the ISRC.

Functions
of the
Secretariat
of the ISRC

22.4 The functions of the Secretariat of the ISRC shall be the following: -

(i) to keep minutes and other records of the meetings of the ISRC; **(ii)** to establish the data base of the members of the ISRC, by their names and total numbers; **(iii)** to deliberate the agenda of the ISRC meetings; **(iv)** to deliberate on the question of the extra-ordinary meeting of the ISRC, after receiving an application either from the President of DITSO or from the ISRC members; **(v)** to carry out clerical and financial activities of the ISRC; and **(vi)** to receive bills and motions from the government and members of the ISRC.

22.5 Without prejudice to the provisions of sub- Article 22.3 above, the President of DITSO and Speaker of the ISRC, once they have appointed a member to the Secretariat, shall have no power to remove such a member from the Secretariat, except the ISRC.

Tenure
of the
member of
the
Secretariat

22.6 Notwithstanding any other provisions of this Constitution, the tenure of office of the Secretariat shall be one academic year and shall run concurrently with the tenure of office of the ISRC.

Article 23: The Cabinet

The
Cabinet

23.1 There shall be a Cabinet composed of the President and Vice President of DITSO, Prime minister and all Ministers.

23.2 The President of DITSO shall be the head and preside the Cabinet's meetings, save in his absence, the Vice President of DITSO shall be the head and preside the Cabinet's meetings and, where the President and Vice President of DITSO are absent, the Prime Minister shall assume the duties and functions of the President and the Vice President of DITSO.

23.3 The Cabinet shall meet at least four times in an academic semester, and the Prime Minister shall convene all the Cabinet meetings and take minutes thereof, provided that the President of DITSO may call any additional meetings at any time he/she considers it necessary.

23.4 The Cabinet headed by the President of DITSO shall be charged with carrying out the day-to-day business of DITSO and shall carry out all such activities and do all such things as are necessary for meeting the objectives and functions of DITSO.

Functions
of the
Cabinet

23.5 Without prejudice to the generality of sub-Article 23.4 above, the functions of the Cabinet shall, among other things, include:

- (i) preparation of annual budget, the quarterly, half-yearly and annual income and expenditure statements, and the strategic plans of DITSO;

- (ii) presentation of annual report on the operations and activities of DITSO, handing-over report, and other things or matters as shall be directed by the Students' Baraza or the ISRC;
- (iii) keeping and maintaining proper books of accounts and records with respect to DITSO funds and cause them to be audited annually by an auditor appointed by the Institute;
- (iv) fixing of rates of membership fees and subscriptions annually;
- (v) promoting and supervising fund-raising activities for DITSO;
- (vi) preparation of draft amendments to the Constitution and Rules made hereunder; and
- (vii) Performing such other functions and activities as may enhance the realization of the objectives and functions of DITSO.

23.6 The Executive Committee shall determine its *quorum* and make internal regulations for the conduct of its proceedings.

Article 24: The Judicial Organ

The
Judicial
Organ

24.1 There shall be a Judicial Organ which shall, for the purposes of this Constitution, act as the judicial and appellate organ for every appeal brought before it by members of DITSO, and the organs of DITSO and shall be entrusted with powers of construing this Constitution.

24.2 The Judicial organ shall be composed of the following members: -

- (i)** The Minister responsible for the constitutional and legal affairs; **(ii)** Block Managers; **(iii)** one representative from the office of the Dean of Students; **(iv)** one member from the

disabled group identified and recognized by DIT; and **(v)** two members, who are not from amongst the members of the ISRC, appointed by the Speaker of the ISRC and approved by two-thirds (2/3) of all votes of the members of the ISRC.

- 24.3 Without prejudice to the provisions of sub-Article 24.2 above, members of the Judicial organ shall not be elected or appointed from amongst members of the ISRC or Cabinet with the exception of the Minister responsible for constitutional and legal affairs.
- 24.4 Members of the Judicial Organ referred to in sub-Article 29.2 (iv), (v) and (vi) above, shall have their names presented to the office of the Speaker of the ISRC, who shall submit the list of all names to the Dean of Students and a copy shall be taken to the President of DITSO's.
- 24.5 The Chairperson and the Secretary of the Judicial Organ shall be elected from amongst members of the Judicial organ, provided that the Minister responsible for constitutional and legal affairs and the representative from the office of the Dean of Students shall not be elected to these positions: Provided further that members of the Judicial Organ shall have the discretion to remove the Chairperson and Secretary from their positions where they deem fit.
- 24.6 For avoidance of doubt, any member of the Judicial Organ may be removed from the Judicial Organ by a vote of simple majority of the Judicial members, if the member is proved to conduct him/herself in an unethical manner; is not committed; breaches the provisions of this Constitution; or acts out of personal esteem.
- 24.7 The Secretary of the Judicial Organ shall prepare a report for the removal of the member and the same shall be presented to the Speaker of the ISRC for process of replacing that member.

Tenure of the
Judicial organ
membership

24.8 The tenure of office of the Judicial Organ shall expire upon the appointment of the new Judicial organ and shall meet depending on the matters brought before it.

24.9 All decisions at meetings of the Judicial Organ shall be made by a majority of votes of the members present and voting at the meeting and such decisions shall be forwarded to the President of DITSO and the Dean of Students for information and further action, as may be needed.

24.10 Subject to any other provisions of this Constitution, members of the Judicial Organ shall not be entitled to receive any salary, but they shall be reimbursed for the expenses incurred and may be paid such other allowances, as DITSO deems fit and approved by the Dean of Students.

Article 25: Functions of the Judicial Organ

Functions
of the
Judicial
Organ

25.1 The Judicial Organ shall have the following functions and powers: -

- (i) to interpret the provisions of this Constitution and any by-laws made thereunder;
- (ii) to discuss and resolve any disciplinary matter or appeal on general elections properly brought before it;
- (iii) to oversee students' welfare, conduct and disciplinary matters as stipulated in the DIT (Students' General Welfare, Conduct and Disciplinary) Rules 2003 as amended from time to time.
- (iv) to investigate and recommend to the President of DITSO appropriate disciplinary and legal measures to be taken against any Cabinet member, other than the President and the Vice President of DITSO, on malpractices, corruption and any other misconduct, failing of which the Judicial Organ, may on its own discretion, refer the matter to the ISRC; and

(v) To determine disputes that may arise from decisions by the Cabinet and the ISRC.

25.2 Any grievances arising from any determination by the Judicial Organ shall be referred for determination by the students through the referendum procedure.

25.3 The Judicial Organ shall assume powers of the Cabinet where, in any circumstances, the Cabinet does not exist, pending the appointment of an interim Cabinet by the ISRC under Article 21.1. (ii)

25.4 Upon receiving a petition of appeal or allegations and complaints of misconduct and bad behavior of any member, the Judicial Organ shall have powers to: -

(i) summon the member against whom the petition of appeal and/or allegations and complaints are made;

(ii) conduct a hearing and, advise or warn the alleged member with regard to such malpractice, misconduct or behavior;

(iii) nullify the election if the petition of appeal succeeds; and

(iv) recommend to the Institute Students' Disciplinary Committee, through the Dean of Students, for further action if the member has been warned more than twice of such misconduct or bad behavior.

Article 26: Loans and Grants Committee (LGC)

The Loans
and
Grants
Committee

26.1 There shall be a Loans and Grants Committee (LGC) which shall, for the purposes of this Constitution, act as a lending organ for members of DITSO.

- 26.2 The Loans and Grants Committee shall comprise the following members:
(i) the President of DITSO, as the Chairperson of the Committee; **(ii)** the Vice President of DITSO; **(iii)** the Minister responsible for finance, who shall act as the Secretary of the Committee; **(iv)** the Prime Minister; **(v)** one female student, who is the member of the ISRC; and **(vi)** the Dean of Students, as an advisor.
- 26.3 DITSO shall, through the Loans and Grants Committee provide assistance in form of loans to members who are in serious and genuine personal and/or family financial problems likely to affect their academic progress.
- 26.4 Loans granted to DITSO members shall be determined by the Loans and Grants Committee, on a case to case basis, and shall be recoverable from the subsistence allowance payable to students in accordance with the rules formulated by the Loans and Grants Committee and endorsed by the Dean of Students.
- 26.5 DITSO shall recommend to the Institute the form of recovery of the loans given, including a recommendation that members who fail to repay the loans advanced to them shall not be entitled to receive their certificates or testimonials upon completion of studies at the Institute.
- 26.6 The Loans and Grants Committee shall have discretion to give prizes, presents, awards and any other form of benefits, in monetary terms, to any member who performs outstandingly in any DITSO activity both academic and non-academic on approval by the Dean of Students.
- 26.7 All applications for loans and grants shall be forwarded to the Principal Secretary responsible for finance who shall forward them to the Loans and Grants Committee for consideration and approval.
- 26.8 Proposals to give presents, prizes or rewards to any member shall be forwarded to the Principal Secretary for Finance who

will in turn submit them to the Loans and Grants Committee for deliberations and presentation for final approval by the ISRC:

Provided that the decision of the Loans and Grants Committee shall be valid if the decision is reached by not less than two thirds ($\frac{2}{3}$) of the members provided for in sub-Article 31.2 of this Constitution.

Article 27: Block Assembly

Block
Assembly

- 27.1 There shall be a Block Assembly which shall, for the purposes of this Constitution, form the lowest level of the organs of the DITSO governance, comprised of the following members: -
(i) all student member's resident in the block; **(ii)** the Block Manager; **(iii)** the Block Secretary; and **(iv)** the Wing/Floor Leaders.
- 27.2 The Block Manager and the Wing/Floor leaders shall be elected by the Block Assembly at the same time when general elections are due and shall hold office until the next elections.
- 27.3 The Block Assembly shall meet at least twice in every academic semester, provided that the Block Manager may call any addition meeting, in the following manner(i)at any time he/she considers it necessary; and(ii)when requested in writing by fifty percent (50%) of the members of the Block Assembly; and
- 27.4 The *quorum* for the Block Assembly meetings shall be one third ($1/3$) of the member's resident in the block and where the meeting lacks a *quorum*, the meeting shall be postponed to another date and/or time to be determined by the Block Manager in consultation with the Block Secretary.
- 27.5 The Block Manager shall chair the meetings of the Block Assembly or, in his or her absence, any other person elected

by members, present and forming a *quorum*, shall chair the meeting.

27.6 All decision in the Block Assembly shall be arrived at by consensus, but where a vote and in the event of any equality of votes, the Block Manager shall have a casting vote.

Functions
of the
Block
Assembly

27.7 Subject to any other provisions of this Constitution, the Block Assembly shall have the following functions:
(i) to discuss matters of interest to member's residents in the Block and make recommendations thereupon to the responsible Principal Secretary or, as the case may be, to the appropriate organ of DITSO; **(ii)** to consider, adopt/or approve DITSO activities pertaining to the Block, as submitted to it by the Block Committee; and **(iii)** to elect and remove from office the Block Manager.

Article 28: The Block Committee

The Block
Committee
and its
functions

28.1 There shall be a Block Committee at the Block level, composed of the following members: -
(i) Block Manager; **(ii)** Block Secretary; and **(iii)** Wing/Floor Leaders.

28.2 Subject to any other provisions of this Constitution, the Block Committee shall have the following duties:
(i) To carry out the decisions of the Block Assembly and the Cabinet, as far as the Block is concerned; **(ii)** To supervise all DITSO activities at Block level; **(iii)** To prepare agenda for the Block Assembly; **(iv)** To carry out any other function or activity as may be delegated to it by any superior organ of DITSO.

28.3 The Block Manager or, in his /her absence, any other member of the Block Committee, elected by the members for the purpose, shall preside over the meetings of the Block Committee.

28.4 The Block Committee shall meet at least thrice in every academic semester, provided that the Block Manager may call any additional meetings as he/she deems it necessary.

28.4 The quorum for the Block Committee shall be at least one half (1/2) of its members.

PART THREE

OFFICE BEARERS AND THEIR DUTIES

Article 29: Office Bearers

Office
Bearers
of DITSO

29.1 The office bearers of DITSO in each campus shall include the President and the Vice President of DITSO, the Prime Minister, the Chief Clerk of the ISRC, the Speaker and Deputy Speaker of the ISRC, Ministers and Deputy Ministers, Block Managers, Block Secretaries, DEX COM, Wing/Floor Leaders, Class Representatives and Women Representatives.

Article 30: The President of DITSO

Establishment

30.1 **(i)** There shall be the President of DITSO who shall be the head of the DITSO Government; **(ii)** The President shall be responsible to constitute the DITSO Government, which shall comprise of the President, Vice president, and Prime minister, Ministers, Deputy Ministers and Secretaries to the Ministries.

Election to
office

30.2 The president shall be elected by students in accordance with the provisions of this constitution and the Rules or Regulations promulgated by the ISRC pursuant to the provisions of this constitution.

Vacancy in
the office of
the President

30.3 Subject to the provisions of this constitution, the office of the President shall fall vacant and that vacancy shall be filled in

accordance with the provisions of article 31.8 & 32.5 of this constitution as the case may be upon the occurrence of any of the following events: - **(i)** Resignation of the President; **(ii)** Death of the President; **(iii)** Impeachment of the President by the ISRC; **(iv)** Discontinuation from studies; or **(v)** Any other event or occurrence that may lead to the office of the president being vacant.

- Tenure of Office 30.4 **(i)** Unless he/she sooner resigns or dies or is discontinued from studies, the person elected as a President shall hold the office of the president for the period of one year from the date which he/she was elected President; **(ii)** A person elected president shall hold office of a president until; (a) The day his or her successor assumes office, (b) The day he or she dies while in office, (c) The day he or she resigns from office, or (d) He/she ceases to hold office of a president in accordance with the provisions of this constitution.
- Absence from the office 30.5 **(i)** In the event that the president is absent, the duties and functions of the president shall be discharged by one of the following in the order specified; that is to say:- (a) Vice President (b) Prime Minister (c) Speaker **(ii)** where any of the persons specified in paragraphs (a) (b) and (c) of sub-article (i) above discharge the duties and functions of the office of the president by reason that the person preceding him is absent, such a person shall cease to discharge those duties and functions immediately after that other person preceding him/her returns and resumes to discharge the duties and functions of the office of the President.
- The Oath of the President 30.6 The President of DITSO shall take oath and be sworn into office, within seven (7) days, after being announced by the Electoral Committee as the winner of the general elections. The oath shall be administered by the Commissioner for Oath before the Students Baraza.
- Duties & functions of the President of DITSO 30.7 The President of DITSO shall be vested with, among others, the following powers, duties and functions: -

(i) to represent DITSO in the Institute’s Council; **(ii)**to head the Cabinet which shall be in charge of the day- to-day affairs of DITSO; **(iii)**to call and chair the Cabinet’s meetings; **(iv)**to be the chief spokesperson of DITSO; **(v)**to appoint, assign duties and dismiss Ministers, after consultation with the Vice-president of DITSO; **(vi)**to ensure that all DITSO objectives and functions are carried out by his/ her government to the satisfaction of the students’ community; **(vii)**to be one of the signatories to the DITSO Bank account(s); **(viii)**to be accountable to the Students` Baraza and the Institute for the income and expenditure of the DITSO funds; **(ix)** to attend all meetings within and outside the Institute which require the representation of the students` community; **(x)** to nominate the Prime Minister subject to approval by the Institute Students` Representative Council; **(xi)** to mediate, reconcile and resolve misunderstandings or disputes which arise among members of the student community, in collaboration with the Vice President of DITSO and the Prime Minister; **(xii)** to preside over meetings of the Students` Baraza and other meetings at the Institute, where necessary; **(xiii)** to discharge any other duty which would facilitate the realization of the objectives of DITSO in accordance with the provisions of this Constitution and **(xiv)** to appoint any minister to be vice president subject to article 31.6

Removal of
the President

30.8 The President of DITSO can be removed from the office in the following manner: -

- (i) if the ISRC passes a resolution to remove the President of DITSO from the office, under which a motion to impeach the President is moved and passed in accordance with the provisions of sub- Article 21.1 (iv) of this Article.
- (ii) no motion to impeach the President shall be moved save only if it is alleged that the President of DITSO:
 - (a)** has committed act(s) which violate(s) any provisions of this Constitution; and **(b)** has conducted himself/ herself in a manner which lowers the esteem of the office of the President.

- (iii) any allegation against the President shall be signed by two thirds ($\frac{2}{3}$) of all the ISRC members and shall be served upon the Speaker of the ISRC.
- (iv) the ISRC shall not pass a motion to impeach the President save only if:
 - (a)** upon the receipt of the notice by the Speaker of the ISRC, a special committee of inquiry shall be formed and the names of the committee members shall be approved by two third ($\frac{2}{3}$) of the ISRC members; **(b)** the special committee of inquiry shall carry out investigations and shall submit its findings to the Speaker of the ISRC, within fourteen (14) days, from the date the names of the committee members are approved by the ISRC; **(c)** the Speaker of the ISRC shall inform the President of DITSO of the allegations leveled against him; and **(d)** when the Speaker of the ISRC receives the report of the committee's findings he/she shall issue a seven (7) day's notice to convene the ISRC meeting for the purpose of tabling before it the report by the special committee of inquiry.
- (v) the Speaker of the ISRC shall serve upon the President of DITSO the report of the committee's findings, together with the notice of convening the ISRC meeting.
- (vi) the report of the committee's findings shall be tabled before the ISRC by the Chairperson of the special committee of inquiry and the Speaker of the ISRC shall give the President of DITSO opportunity to respond to the reported findings in his/her own defense.
- (vii) the ISRC shall deliberate on the reported findings and the DITSO President's response in defense and make a decision on whether or not the President of DITSO should be impeached.

- (viii) a decision to impeach the President of DITSO shall only be carried out if passed by a two-thirds (2/3) majority of the ISRC members present and voting.
- (ix) an impeachment vote shall be taken at a meeting specifically convened for that purpose, after a fourteen (14) days notice has been issued and served to each and every member of the ISRC.
- (x) the quorum at the ISRC meeting convened for the purpose of taking an impeachment vote shall be 90% of all members of the ISRC.
- (xi) the impeachment vote shall be carried if passed by not less than a two-thirds (2/3) majority of all the ISRC members.
- (xii) where the impeachment against the President of DITSO is successful, he/she shall cease to hold the office immediately and, the whole DITSO Cabinet shall have automatically been dissolved, provided that the Vice President of DITSO and the Prime Minister shall not be affected unless they are involved in the matter.

Article 31: The Vice President of DITSO

Establishment

- 31.1 There shall be a Vice President who shall be the Principal assistant to the President in respect of all matters concerning students generally and in particular shall;
 - (i)** Assist the President in making follow-up on the day to day activities of DITSO plans and programs; **(ii)** Perform all duties and functions assigned to him/her by the President; **(iii)** Perform all duties and functions of the office of the President when the President is out of the office
- 31.2 Discharge of functions

The Vice President shall perform his/her duties in consultation with the President.

31.3 Election to office

The Vice President shall be elected by students in accordance with the provisions of this constitution and the Rules or Regulations promulgated by ISRC pursuant to the provision of this constitution.

31.4 Taking of office

The Vice President shall assume the office of the Vice President on the same day the president assumes office.

31.5 Tenure of office

Subject to sub-article (6) of this article the Vice President shall hold the office for the period of one year from the date he/she is elected as a Vice President.

31.6 Vacation of office

The Vice President shall hold the office until;

(i) His or her tenure of office expires **(ii)** He/she resigns **(iii)** He/she dies while in office;**(iv)** He/she is sworn in as a President after the office of the President has fallen vacant **(v)** He/she is discontinued from studies

31.7 Oath of the Vice president

The Vice President of DITSO shall take oath and be sworn into office, within seven (7) days, after being announced by the Electoral Committee as the winner of the general election. The oath of the Vice president shall be administered by the Commissioner for Oath before the Students Baraza.

31.8 Accession to office of President

Where the office of the President becomes vacant by any reason provided under this constitution other than being absent, the vice president shall take over powers of the president and shall appoint any minister to be his/her vice president.

Article 32: The Prime Minister

The Prime Minister of DITSO

32.1 There shall be a Prime Minister of DITSO who shall be appointed by the President of DITSO in accordance with the provisions of this Constitution and, who before assuming his/her office, shall take and subscribe before the President of DITSO an oath of allegiance.

Duties and functions of the Prime Minister

32.2 The Prime Minister shall be entrusted with the following functions and duties: -

(i) to assist the President and the Vice President of DITSO in making follow-up of the day-to-day implementations of DITSO's plans and programs; **(ii)** to prepare annual almanac of DITSO; **(iii)** to perform all duties and functions of the office of the President of DITSO and Vice president when they are out of office; **(iv)** to coordinate the activities of ministers and other organs of DITSO; **(v)** to convene the Cabinet and Students' Baraza meetings; **(vi)** to be Secretary of the Cabinet and Students' Baraza meetings; **(vii)** to be a custodian of all documents and records of DITSO including minutes of meetings of which he/she is a Secretary; **(viii)** to keep and maintain records of all properties owned, possessed, leased to or hired by DITSO; **(ix)** to prepare quarterly, half and annual reports as required by this Constitution; **(x)** to receive and forward applications for loans and grants to the Loans and Grants Committee; and **(xi)** to carry out such other duties and functions as are prescribed by this Constitutions or as may otherwise be delegated to him by the President and/or Vice President of DITSO and the Cabinet.

32.3 The Prime Minister shall perform his/her duties under the direction and supervision of the President of DITSO and shall provide leadership and be answerable to the President of DITSO in respect of any matter or functions assigned to him/her by the President of DITSO.

Tenure of the office of the Prime Minister

32.4 The Prime Minister shall hold the office until:
(i) the day the new Prime Minister assumes office, or **(ii)** the day he/she dies while in office, or **(iii)** the day he/she resigns,

or **(iv)** the day his/her tenure of office expires, or **(v)** the day the President of DITSO dissolves the Cabinet and appoints another Prime Minister to hold the office of the Prime Minister; and **(vi)** the day he/she is removed from office upon his/her impeachment by the ISRC in accordance with the provisions of this Constitution and DIT By-Laws.

32.5 Where the office of the President and vice president falls vacant the Prime Minister shall take over powers of the president until next general election. And in discharging his/her duties, the Prime Minister shall liaise with the Chief Clerk of the ISRC.

Article 33: The Ministers

The
Ministers

33.1 All Ministers shall be appointed by the President of DITSO after consultation with the Vice president and their number at any particular time, shall not exceed ten (10) and not less than six (6), save that where the President of DITSO requires to increase the number of Ministers, the ISRC shall upon request approve the request of the President of DITSO by two-thirds ($\frac{2}{3}$) of votes of majority members of the ISRC.

33.2. Subject to sub-Article 33.1 of this Constitution, the President of DITSO, after consultation with the Vice President, may appoint Deputy Ministers. And the number of female Ministers and Deputy Ministers shall not be less than (1/3) of the Ministers.

33.3 The President of DITSO shall appoint the Ministers and/or Deputy Ministers from amongst students who are members and none members of the ISRC.

Duties and
functions of
the
Ministers

33.4 Duties and functions of the Ministers

33.4.1 Every Minister shall, among other things, discharge the following duties and functions:

(i) to be responsible for all policy matters relating to the Ministry he/she heads; **(ii)** to supervise and monitor the implementation of the ministerial functions and objectives of

the Ministry; **(iii)** in consultation with the Prime Minister to establish committees, secretariats, commissions or any other functional organs for the better carrying out of the functions and objectives of the Ministry; **(iv)** to chair all meetings of the Ministry; **(v)** to be the chief spokesperson of the Ministry; **(vi)** to be the Principal Executive and Accounting Officer of the Ministry; **(vii)** to prepare an almanac for the activities and meetings of the Ministry; **(viii)** to prepare annual and other reports to be presented to the Cabinet meetings; and **(ix)** to perform any other functions and do all such other acts and things as may be required, desirable or expedient in furtherance of the functions and objectives of the Ministry, and DITSO generally.

Vacancy in the office of the minister and deputy minister

- 33.4.2 The office of the Minister or Deputy Minister shall be vacant upon occurrence of anyone of the following events:
- (i)** if the Minister or Deputy Minister resigns or dies; or if his/her tenure of office expires, or **(ii)** retaking of a module/discontinuation from studies; or **(iii)** if charged and found guilty of disciplinary and criminal offence; or **(iv)** the day the President of DITSO dissolves the Cabinet or terminates him/her and appoints another Minister or Deputy Minister to hold the office of the Minister or Deputy Minister.

Article 34: Chief Accounting Officer

Chief Accounting Officer

- 34.1 The Minister responsible for finance shall be the Chief Accounting Officer, answerable to the President of DITSO on all DITSO funds and shall keep and maintain proper books of accounts and shall prepare all relevant financial reports.

Article 35: Block Managers

Block Managers and their functions

- 35.1 There shall be Block Managers elected by all members of DITSO, in their respective blocks of residence, during the general elections or, otherwise, through by-elections to be conducted in accordance with the provisions of this Constitution and shall hold office until the next elections.

35.2 In this Constitution, every Block Manager shall: -
(i) be responsible to the Block Assembly for the discharge of his functions;**(ii)**supervise and monitor the implementation of the DITSO objectives and functions in respect of his Block;**(iii)**chair the meetings of the Block Assembly and Block Committee; **(iv)** advise the responsible Minister on the general cleanliness, security and welfare of the Block; **(v)**take up and or report to relevant Minister and officials of DITSO any matter related to the general interest and welfare of students resident in the Block; **(vi)** Nominate the Block Secretary subject to confirmation by the Block Assembly; **(vii)** resolve, with the assistance of the Block Secretary, minor conflicts, complaints, misunderstandings and disputes amongst students resident in the Block; and **(viii)** perform such other functions and do all such other acts or things as may be required in furtherance of the functions and objectives of DITSO within the Block.

Article 36: Block Secretaries

Block Secretaries and their functions 36.1 There shall be Block Secretaries appointed by the Block Managers subject to confirmation by the Block Assembly in their respective blocks of residence.

36.2 In this Constitution, every Block Secretary shall **(i)** be responsible to the Block Manager; **(ii)** be the secretary to the meetings of the Block Assembly and Block Committee; **(iii)** keep records of matters transacted by students at block level; **(iv)** convene meetings of the Block Assembly and Block Committee; **(v)** deputize the Block Manager during the Manager’s absence from office; and **(vi)** perform such other functions as may be delegated to him by the Block Assembly, Block Committee and the Block Manager.

Article 37: Wing/Floor Leaders

Wing/Floor Leaders 37.1 There shall be Wing/Floor Leaders elected by students occupying the relevant wing or floor and shall, *mutatis mutandis*, perform the functions listed in sub- Article 39.2 of this Constitution at the level of the wing or floor.

Article 38: Department Executive Committee (DEX COMS)

38.1 Establishment

There shall be and are hereby established DEX-COMS for every department that shall subsist for one academic year.

38.2 Composition

Every DEX-COM shall be comprised of the Chairperson and the General Secretary for each department

38.3 Election to office

(i) The DEX-COM Chairperson and General Secretary shall be elected by the respective Department members under supervision of the Electoral Committee. **(ii)** A person shall not be entitled to be elected to hold the office of the DEX COM save only if he/she is a continuing student, but not a finalist.

38.4 Duties of DEX COM

The DEX-COM Chairpersons and General Secretaries of the institute department shall perform day to day activities and shall be answerable to DITSO President. Without prejudice to article 14 of this constitution, there shall be for each Institute department, a departmental students' BARAZA which shall meet at least once every semester and shall be convened and presided over by the DEX-COM chairperson or General Secretary. Save only that notice be saved to head of department.

Article 39: Class Representatives

Class
Representatives
and their
functions

39.1 There shall be one Class Representative for each class, per intake and course, elected by students during the general elections based in the same course and intake.

39.2 Every Class Representative shall: -

(i) be responsible to convene meetings to discuss matters of common interest at class level, and shall keep minutes/records of the said meetings;**(ii)** collect complaints, views, advice and recommendations from the class students

on matters relating to teaching and other academic affairs and shall report the same to the DEX COM and minister responsible for education;(iii)assist in the settling of conflicts, complaints, and disputes amongst students in his/her class; and(iv)perform such other functions and do such acts or things, as may, further the academic interests of his/her class.

Article 40: Women Representatives

Women
Representatives
and their
functions

40.1 There shall be three woman representatives appointed by the President in accordance with the provisions of sub Article 16.2(ix) of this constitution.

40.2 The Women Representatives shall: -

(i)be the custodian of the interests of female students and shall collect complaints, views, and advice emanating from female students and refer them to the relevant organs of DITSO and, where necessary, to the Institute through the Dean of Students;(ii)be the chief spokespersons of female students` interests in the various organs of sDITSO;(iii)promote gender balance between the male and female students and the interests of female students in the students` community; and(iv)perform such other functions and do such other acts or things as may be required in order to further the interests of the female students.

PART FOUR

GENERAL ELECTIONS

Article 41: Electoral Committee (EC)

Electoral
Committee

41.1 There shall be an Electoral Committee (EC), which shall be responsible for overseeing, organizing and supervising DITSO General Elections at all levels.

- 41.2 The Electoral Committee (EC) activities shall commence two weeks before the date of the general election and shall submit the election report to the Principal through the Dean of Students within 30 days after declaration of the results.
- 41.3 For facilitation of general elections, the Dean of Students may be requested to provide the Electoral Committee with advice, facilities, supplies and any other requirements of the same, during the process and conduct of the general elections
- 41.4 The handing over reports on the operations and activities of DITSO as provided by the retiring Cabinet to the ISRC shall be made two weeks before the commencement of the students' general elections.

Article 42: General Principles

General Principles

- 42.1 All leaders in the DITSO shall hold their respective offices through free and fair democratic elections.
- 42.2 Elections for leadership in the DITSO shall be by way of secret ballot.
- 42.3 Any election in which the participation of students is less than (1/3) of the students entitled to vote shall be null and void.

Article 43: Composition of the Electoral Committee Members

Composition of the Electoral Committee

- 43.1 The Electoral Committee shall be composed of DEX-COM chairpersons and general secretaries and shall subsist for one academic year and shall not be appointed or contest to any other DITSO posts even if resigns for whatsoever reason.
- 43.2 There shall be chairperson and the secretary of the Electoral Committee who shall be elected by the members of the committee from amongst themselves under supervision of the Dean of students.

43.3 The Electoral committee members shall not be entitled to any salary except the allowances as may be approved by the ISRC and reimbursement of any expenses incurred by them in the performance of their respective duties.

Article 44: Functions of the Electoral Committee

Functions
of the
Electoral
Committee

44.1 The Electoral Committee shall be an independent organ and shall have duties and powers to: -

- (i) oversee, organize, and supervise DITSO general elections;
- (ii) to announce the date for the general elections;
- (iii) to prescribe and issue all forms including leadership application forms to candidates aspiring various DITSO leadership position;
- (iv) to screen and confirm names of contestants and announce publicly the winners in various posts;
- (v) to administer and coordinate the elections process by ensuring that rules and regulations of campaigns are adhered to;
- (vi) to ensure each candidate has one agent during voting in each polling station and one witness during counting the ballot votes;
- (vii) to give warnings or cancel and disqualify contestants who default electoral and campaign rules; and
- (viii) to announcing elections results.

44.2 The Electoral Committee shall have representatives to supervise the conduct of general elections at block and class level.

Article 45: Qualifications of the members of the Electoral Committee

Qualifications
of members of
the Electoral
Committee

- 45.1 Every Electoral Committee member shall be elected provided he/she is a registered student of DIT with a GPA of 2.5 for Ordinary diploma and 3.0 for Bachelor and postgraduate students.
- 45.2 Every Electoral Committee member shall be elected on merit based on his/her caliber, ethics, and knowledge on elections matters.
- 45.3 Gender proportionality shall be observed in constituting the Electoral Committee membership.

Article 46: DITSO General Elections

General
Elections

- 46.1 The DITSO general elections shall be conducted during the sixth (6th) week of the beginning of the Second Semester of every academic year.
- 46.2 Without prejudice to the generality of the provisions of sub-Article 46.1 above, DITSO general elections, may under special circumstances and in consultation with the office of the Dean of Students, be conducted at the convenience of the DIT.
- 46.3 Subject to the provisions of sub- Article 41.3 of this Constitution, the Electoral Committee, in consultation with the office of the Dean of Students, shall announce the date of the general elections, posts to be contested, process of taking, filling in and returning of the forms for contestants, the date for vetting of names of contestants, their qualifications, and the date of confirmation of nominated contestants.
- 46.4 The Electoral Committee, after completion of the processes referred to in sub Article 46.3 above, shall entertain, within two (2) days and in writing, from the date of the confirmation of the nominated contestants any complaints or petitions

from any DITSO member pertaining to the disqualification of any contestant.

- 46.5 The Electoral Committee shall, within two (2) days, from the date of submission of complaints or petition aforesaid, determine and finalize complaints or petition referred to in sub-Article 46.4 above.
- 46.6 The Electoral Committee, after the completion of the processes referred to in sub-Articles 46.4 and 46.5, shall in consultation with the office of the Dean of Students prepare and display at conspicuous places the campaign timetable for all contestants.
- 46.7 The campaign period shall be restricted to four (4) days before the date of voting and there shall be no campaigns during the voting day.
- 46.8 For the purposes of compliance with electoral rules during general and by elections, the Electoral Committee shall convene a meeting of all contestants/aspirants one day before the beginning of campaigns to seek commitment to abide with rules of respect, fair and free campaigns and the Committee shall supervise and assess the campaigning process.

Article 47: Qualifications for the DITSO's Leadership

General
qualifications
of DITSO
leadership

- 47.1 Any person aspiring for a leadership position in DITSO shall be required to possess the following qualifications: -
- (i)** he/she should be a full-time registered student of the Institute pursuing a course of the duration of not less than one academic year;
 - (ii)** his/her character and behavior should be exemplary, credible, and trustworthy and capable of commanding respect of the DIT students' community;
 - (iii)** he/she shall not have, at any time, been convicted of any criminal/disciplinary offence or suspended from studies;
 - (iv)** he/she should be capable of inspiring harmony, unity, peace, stability and solidarity among the students'

community; **(v)** he/she shall not have underperformed academically; and **(vi)** he/she should be aware and committed to the aims and objectives of DITSO.

Qualifications for the president and Vice-president of DITSO

47.2 In addition to the qualifications in sub-Article 47.1 above, any person aspiring for the position of President and Vice President of DITSO, shall have the following qualifications:
(i) be a Tanzanian by nationality; **(ii)** attain high academic performance, with a GPA of not less than 3.5 for B. Engineering and post graduate aspirants, and 3.0 for Ordinary Diploma aspirants, in the previous academic year to the general elections; **(iii)** have proven ability to sustain leadership responsibilities without impairing academic performance; **(iv)** have a clean record with no record of disorderliness and infraction of DIT rules and regulations; **(v)** have no political party affiliation or allegiances; and **(vi)** is highly esteemed by members of DITSO.

Running mate

47.3 The President and Vice President of DITSO shall be obtained on running mate basis. Where the President is elected male the Vice President shall be female, and vice versa, and for the purpose of avoiding doubts the Electoral committee shall screen the contestants to total not exceeding three pairs.

Winning votes proportions

47.4 The President and Vice-president shall stand elected if they win by simple majority of the votes cast.

Article 48: Disqualification of Contestants

Disqualification of contestants

48.1 A contestant after being screened and confirmed may be disqualified at any stage of the elections for breach of anyone the electoral rules, including but not limited to:
(i) use of backhander; **(ii)** use of abusive language against his/her opponent; **(iii)** use of discrimination in any form, such as gender, class, creed, race, tribe, etc.; **(iv)** use of physical or mental violence; **(v)** destroy other contestant's publications; and **(vi)** If proved that one of his/her campaign members has

violated the elections rules including the Electoral Committee rules;

- The right to be heard
- 48.2 The decision to disqualify a candidate shall be taken by the Electoral Committee, upon the satisfaction of evidence produced, and the defaulting party shall be given the right to be heard and defend himself/herself before being disqualified. An appeal shall lie to the Judicial Organ.
- Prohibition from withdrawal to contest
- 48.3 A Candidate shall not be allowed to withdraw from elections after the confirmation of his/ her name by the Electoral Committee and delivery of his/her first campaign speech, unless sufficient grounds for withdrawal are submitted to the Electoral Committee and accepted as such.

Article 49: Elective Posts, Election Process and Announcement of Results

- Posts for Contest and their tenure
- 49.1 For the avoidance of doubt, posts which shall be contested during general elections by DITSO members shall be as follows: -
(i) The President of DITSO; **(ii)** Vice-president of DITSO; **(iii)** Block Manager; **(iv)** Class Representative; and **(v)** DEX COM.
- 49.2 Tenure for every post shall be for the period of one year, and the office bearers and other officers and/ or representatives of DITSO shall have the right to be re-elected subject to conditions prescribed in this Constitution.
- Election process
- 49.3 The process and/ or procedures for elections of office bearers and other officers and/ or representatives of DITSO shall be provided as stated herein: -
(i) for the President and Vice President of DITSO position:
(a) all members of DITSO shall elect the president and the Vice president of DITSO during the general elections by way of secret ballot; and **(b)** the election shall be valid if above 1/3 of all DITSO members have participated in the voting process, and the winning votes shall be simple majority of all votes.

(ii) for the Block Manager and Class Representative position

(a) all members of DITSO in their respective blocks and classes shall elect the Block Manager and Class Representative during the general elections by way of secret ballot; and **(b)** the election shall be valid if 1/3 of all DITSO members in their respective blocks or classes have participated in the voting process, and the winning votes shall be won by the simple majority votes of all votes.

(iii) for the Department Executive Committee (DEX COMS):

(a) all members of DITSO in their respective Department shall elect DEX COMS during the general elections by way of secret ballot; and **(b)** the election shall be valid if above 1/3 of all DITSO members in their respective Department have participated in the voting process, and the winning votes shall be by simple majority votes of all votes.

Elections
Results

49.4 The Chairperson of the Electoral Committee or, otherwise, in his absence, the Vice Chairperson, after the counting of all votes of the eligible DITSO members, within twenty-four (24) hours, shall announce the winner of the President and Vice-President of DITSO positions if the contestants win by a simple majority of the votes cast.

49.5 Subject to the provisions of Sub-Article 27.2 above, the Electoral Committee representatives at Block and Class level, after the counting of all votes of DITSO members at their respective blocks and classes, within twenty-four (24) hours, shall announce the winner of Block Manager, DEX-COMS and Class Representative Positions if the contestants win by simple majority.

Article 50: Petition against Election Results

Petition
against
election
results

50.1 Every member of DITSO, who is a registered student and qualified to vote, shall have the right to petition/complain against the results and/ or process of the general elections.

50.2 The written petition and/ or complaint against the results and/ or process of the general elections shall be taken and

submitted, within seven (7) days from the date of announcement of the election results, to the Judicial Organ.

- 50.3 The Judicial Organ shall admit all submitted evidence and notify the other party, within two (2) days and in writing, the existence of a petition and/ or complaint and the notification shall mention the date, place and hour for the hearing of the petition or complaint.
- 50.4 During the hearing of a petition and/ or complaint, the Judicial Organ shall give the petitioning party opportunity to explain his/ her petition and/ or complaint and shall be allowed to be accompanied with any witnesses.
- 50.5 The Judicial Organ, after hearing the petitioning party, shall give opportunity to the other party to defend, produce any evidence and to be accompanied with any witnesses.
- 50.6 Upon the completion of the hearing of both parties, the Judicial Organ shall, within twenty-four (24) hours from the time of the completion of the hearing, deliver its decision.
- 50.7 The decision of the Judicial Organ shall be final, except that where the office of the Dean of Students intervenes for the purpose of seeking harmony and peace among the students' community.
- 50.8 The Judicial Organ shall have the power to confirm or nullify the results announced by the Electoral Committee upon being satisfied that the elections were rigged, illegal, unfair and not free, and or, otherwise, the winning party was involved in corruption practices and any other malpractices.

Article 51: By-elections

By-
elections

- 51.1 There shall be by-elections which shall be conducted to fill in vacant positions as administered by the Electoral Committee. The by-elections shall be conducted as follows: -

- (i) at the beginning of every academic year, for the first year Class Representatives, and Block Managers; and
- (ii) at any time due to death, resignation, annulment or nullification of the election results by the Judicial Organ, retake of a module or discontinuation from studies of the representative.

Conduct of by-elections

51.2 The Electoral Committee shall conduct by-elections at the second (2nd) week of the first semester of every academic year.

51.3 The Electoral Committee shall conduct the by elections for vacant positions under Article 51.1 (ii) at the beginning of the first or second semester as the case may be.

Article 52: Disqualification from Leadership

Disqualification from leadership

52.1 Subject to the other provisions of this Constitution, a leader elected in accordance with the provisions of this Constitution shall cease to hold office if:

- (i) he/she completes his/her studies; or
- (ii) he/she is discontinued from studies on academic or any other grounds; or
- (iii) he/she is removed from office by the organ or person which elected or appointed him/her to that effect; or
- (iv) he/she postpones studies on any ground; or
- (v) he/she is unable to discharge the functions of his/her office due to physical or mental incapacity; or
- (vi) he/she dies; or
- (vii) she/he retakes any module.

Filling of the office vacancy

52.2 Any position that falls vacant shall be filled in accordance with the provisions of Article 30.7(xiv), 31.8, 32.5 & 51 of this Constitution.

Article 53: Oath of Allegiance

Oath of Allegiance

53.1 There shall be an oath of allegiance to be taken by all DITSO leaders before assuming their offices.

53.2 Subject to any other provisions of this Constitution, the Oath of Allegiance, by all DITSO leaders, shall be taken as follows:

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- (i) The President and Vice President of DITSO shall take an Oath before the Students' Baraza after the General Elections;
- (ii) The ISRC members shall take an Oath before the DITSO President during the first meeting of the ISRC which is chaired by the President of DITSO;
- (iii) The Speaker and Deputy Speaker of the ISRC, and Secretariat of the ISRC shall take Oath before the ISRC under the chairmanship of the DITSO President; and
- (iv) The Prime Minister, Ministers and Deputy Ministers shall take Oath before the DITSO President after being approved by the ISRC.

53.3 The concerned persons shall be sworn in as follows while holding DITSO Constitution:

(Name and title), I swear in front of you that, I shall work within the powers vested on me by the Constitution of DITSO in executing my daily duties and I shall never act against the guidelines provided to me by the Constitution. God help me.

PART FIVE

FINANCES, CERTIFICATION, AMENDMENTS, DISSOLUTION OF THE ORGANIZATION

Article 54: Finances

- Sources of fund 54.1 The sources of funds for DITSO shall be: -
(i) Students' contributions ;**(ii)** gifts;**(iii)** fund raising and projects; and**(iv)**any money appropriated by the Institute.
- Bank Account and Signatories 54.2 The funds of DITSO shall be kept in a Bank Account operated in the name of DITSO by one of the approved and reputable banks in the country. The signatories to the Bank Account shall be:
(i) The President of DITSO, the Minister responsible for finance; and **(ii)** The Dean of Students.
- Withdrawal of Money from the Bank Account 54.3 No withdrawal of any money from the Bank Account shall be made without the cheque(s) bearing the signatures of either the President of DITSO/the Minister responsible for finance and the Dean of Students.
- Management of funds 54.4 The President of DITSO and his/her Cabinet shall be responsible to the Students Baraza for the management of the funds and all assets and properties, movable and immovable of DITSO.
- Preparation of budget 54.5 The President of DITSO and his/her Cabinet shall be responsible for the preparation of the DITSO budget and submit it to the ISRC for approval on an annual basis and request funding appropriate to the effective operation of the organization for each year.
- Allocation of funds 54.6 DIT shall, from time to time, be requested, through the Dean of Students, to allocate such funds to the DITSO, as the Council may approve.

Article 55: Audit

- Auditing of the Organization's Account 55.1 The accounts of DITSO shall be audited annually by a competent Auditor appointed by the Institute.
- Submission of the Audit report to the ISRC 55.2 The auditor's report shall be submitted to the Institute Students` Representative Council for consideration before it is submitted to the DIT Principal through the Dean of Students.
- Submission of the Audit report to the Students' Baraza 55.3 The Institute Students` Representative Council may attach any comments on the Auditor's report, and both the comments and the Auditor's report shall first be forwarded to the Institute before submitting them to the Students` Baraza for notification.
- Disciplinary against embezzlement 55.4 Without prejudice to the provisions of this Constitution, the Institute shall have absolute discretion to take disciplinary and or legal action against any student leader(s) accused of embezzlement of the DITSO funds.

Article 56: Certification

- Certification 56.1 There shall be a certificate provided by DISTSO office to be issued to all DITSO leaders who complete leadership successfully.
- 56.2 A DITSO leader will be issued a certificate which shall be signed and endorsed by the Dean of Students and Deputy Principal-Administration and Finance after being in leadership for at least fifteen (15) weeks of a new academic year.
- 56.3 The certificates shall be issued during the handing over of DITSO office to the incoming leadership by the outgoing government.
- 56.4 For avoidance of doubt, DITSO leaders to be awarded certificates shall be: -

(i) the President of DITSO;**(ii)** Vice President of DITSO;**(iii)** Prime Minister;**(iv)** Ministers and Deputy Ministers;**(v)** The Speaker of the ISRC;**(vi)** Deputy Speaker of the ISRC**(vii)**Block Managers;**(viii)** Secretariat of the ISRC. **(ix)**Judicial chairperson, secretary and;**(x)** Finalist Class representatives

Article 57: Amendments

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| Amendment of the Constitution | 57.1 This Constitution may be amended by the two third (2/3) majority of all the ISRC members present and voting at a duly constituted meeting of the ISRC. |
| Proposal for the Constitutional Amendment | 57.2 The Minister responsible for constitutional affairs shall prepare the proposed Constitutional Amendment, provided that the process of amending the Constitution shall be governed by other rules and regulations of the Institute. |
| Publication of the proposed Constitutional Amendment | 57.3 The ISRC shall form a committee to publicize the proposed Constitutional Amendment for collection of students' views, comments or propositions. |
| Deliberation of the proposed Constitutional Amendment | 57.4 The ISRC Committee after collection of the students' propositions, together with the proposed Constitutional Amendments shall be submitted to the ISRC for deliberation and recommend its approval to the Student Affairs committee, that shall act the same to the Council. |

Article 58: Dissolution

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| Resolution for dissolving the Organisation | 58.1 Subject to any applicable written law, DITSO may be dissolved by a resolution passed to that effect by a two-thirds (2/3) majority of all voting members of the Students` Baraza, provided that notice of the proposed intention to dissolve DITSO shall have been communicated to members, thirty (30) days, prior to the meeting called for the purposes of the dissolution of DITSO. |
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58.2 DITSO may also be dissolved by Council where it is proved that it fails to comply with any activity which violets laws of the United Republic of Tanzania, Rules and Regulations issued by the Authority. And where DITSO Organization has been dissolved, the Council shall replace interim arrangement for coordination of student’s affairs.

Consequences of the dissolution of the Organisation

58.3 In the event of the dissolution of DITSO, the net assets of DITSO, after meeting all its liabilities fully, shall be held by the Institute until such time an association with similar objectives shall be established and to which such assets shall be transferred.

Article 59: Miscellaneous

Miscellaneous

59.1 A record and portraits of past office bearers of DITSO shall be kept in DITSO’s offices.

59.2 No member or group of members shall use the name of DITSO in any activity or engagement without the prior written consent of the President of DITSO.

59.3 Any lacunae or omission in this Constitution, not requiring the amendment of the Constitution, shall be filled in by decisions made by the ISRC.

59.4 DITSO with the assistance of the Dean of Students shall at the end of every academic year prepare and submit its performance report to the Institute’s Council through the Principal.