



STUDENTS REPRESENTATIVE

Version 2021

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CHAPTER ONE: GUILD COUNCIL

1.1 INTRODUCTION

Students' welfare focuses on the wellbeing of the students including achieving happiness through caring and providing necessary services to the students. For this to happen, there is a need for combined efforts of not only academic staff but also support staff and the general University management. This is very important because it promotes teaching and learning situation, which is the primary goal of every student.

In terms of leadership, students at KIBOGORA POLYTECHNIC are represented by students' body called KIBOGORA POLYTECHNIC STUDENTS UNION (KPSU) This body brings together all the students of KIBOGORA POLYTECHNIC representing its members at all levels of leadership both in KIBOGORA POLYTECHNIC and outside the institution . It defends the interests of its members in matters pertaining to teaching and learning and social welfare. KPSU is composed of different organs that include ; Guild Representative Council, , Conflict Resolution Committee (CRC) ,Faculty representatives ,Class representatives and Association coordinators.

1.2. GUILD OFFICES

The institution has a guild office. This is an office that handles a lot of students' issues without involving the institution administration unless otherwise. Its doors are open for all the students in case of any need for help. It's important to note that matters related to its full function and election processes can be found in the KPSU Office.

1.3. DUTIES AND RESPONSIBILITIES OF KPSU

1. Bringing together all the students of the KIBOGORA POLYTECHNIC.
2. Defending the interests of its members in matters pertaining to academics, knowledge and social welfare.
3. To support and promote high standard knowledge and development among its members and in the country at large
4. To utilize high standard knowledge and potentials of its members towards the national development and prosperity.

5. To promote culture, sports , leisure and spiritual culture among its members in particular and in the country in general
6. To seek for cooperation with other associations, unions or NGOs in the country and abroad
7. To contribute towards the government's vision of development
8. To do any other thing that can develop its members and even the country in general
9. To promote gender equality amongst members and in the country
10. To fight against Genocide ideology and divisionism amongst members and in the country.

CHAPTER TWO: MEMBERSHIP

2.1 Forms of membership

1. Active members
2. Alumni members
3. Honorary members
4. Well-wishers of the students' union

1. Active member: Every registered student of KP either Full time or part time basis

2. Alumni member: Is a person who was once an active member and continued to support the union in its endeavors.

3. Honorary member: It is an individual, associations, private organizations or even government institutions with recognized excellence and who accepts the responsibilities of KPSU, supports its vision and accepted by the general assembly.

4. Well-wisher: It is an individual, who requests for it and his/her wish granted by the general assembly.

The Alumni members, honorary members and the well-wishers can neither vote nor be voted for, but can participate in the rest of the activities of KPSU particularly on an advisory role.

2.2 RESPONSIBILITIES OF MEMBERS

1. To respect every member, organs of the union (KPSU), KP and the country (Rwanda).

2. Attending all meetings organized by students' union, public lectures, conferences and seminars organized by the KPSU and KP
3. To efficiently manage the resources of KPSU and KP and share them with others
4. Not to tarnish the name of KPSU, KP and the nation
5. To give an annual contribution and any other contribution that can be approved by the general assembly.
6. A member has the responsibility to fight against any kind of discrimination based on ethnicity, religion, region and others.
7. To respect rules and regulations that governs KPSU and KP.

RIGHTS

1. A member has the right to give opinions when not against the interest of the union, Institution and the country.
2. All members have the equal rights and privileges to all resources owned and services offered by the students' union.
3. Only active member has right to vote and to be voted for as provided by the statute of the union.
4. Every member has the right to know the performance of the union through responsible levels
5. A member has right to establish or to be in any association when not against the interests of KPSU, KP and the country.
6. All members are equal before the rules and regulations of the union

2.3 A MEMBERSHIP CEASES

1. He or she resigns willingly. But this does not apply to active member.
2. He/she is stopped by the general assembly due to either of the following reasons:
 - a. Failure to comply with the rules and regulations governing KPSU
 - b. Failure to comply with university rules and regulations
 - c. Failure to comply with laws of the republic of Rwanda
3. Upon death.

CHAPTER THREE: ORGANS OF GUILD COUNCIL

Mainly in summary KPSU it is a union of students in KP whereby they have already voted and delegated by their colleagues to support them to bring the problem, suggestion or concern to the table to be tackled by the administration team to have improvement.

3.1 POSITIONS IN GUILD COUNCIL

The guild council committee is elected for a period of one year renewable once and is composed of the following:

1. Guild President
2. Vice Guild President and in charge of religious activities
3. Secretary ,gender and protocol
4. Minister of Finance
5. Minister in charge of academics, Information and Technology (IT)
6. Minister of social affairs, justice and security
7. Minister in charge of sports, culture and associations
8. Minister in charge of people with disabilities.

3.2 THE GUILD COUNCIL COMMITTEE'S MEETINGS

1. The guild council committee meets at least once in a month and is chaired by the Guild president or anyone he/ She delegates.
2. The members of the guild council committee agree upon the day of the meeting
3. Where necessary 1/3 of the members can request the Guild president to convene an extraordinary meeting

3.3 RESPONSIBILITIES AND DUTIES OF GUILD COUNCIL

The guild council committee has the following authority and responsibilities.

1. Executing day to day activities of the students
2. To execute plans, orders, rules and regulations governing the union
3. To manage all profitable projects of the union
4. Follow – up of activities that are planned by the union which are related to it
5. Accept, reject or stop activities of the internal students' associations and clubs.
6. To present to the administration of KP a report of activities accomplished during the term.
7. Shall implement decisions of the council of KP.

8. Guild council committee gives report of everyday activities to active members using written announcements.
9. Every minister shows his/her monthly report of activities done in his/her ministry to CRC president and after gives a copy to the Dean of Students.
10. Every minister shows his/her annually action plan of activities and report it to the CRC committee and gives a copy to the Dean of Students and DAF for approval .

3.3.1 DUTIES AND ATTRIBUTIONS OF THE GUILD PRESIDENT

1. The Guild president is the legal representative and spokesperson of the students' union
2. He/she is the president of the Guild council.
3. He/she calls and chairs the Guild council committee meetings.
4. Together with the vice Guild president, and secretary, he takes an emergence decision and communicate to the CRC committee and Dean of Students not later than 24hrs
5. He works in favor of the student's union interests
6. Follows up the use of union finances, and together with finance minister; they sign for withdraw of union money upon the approval of DIRECTOR OF FINANCE-KP.
7. He signs documents regarding;
 - a. Income generated by the students union
 - b. Resource auditing and evaluation of the union activities
 - c. Contracts of income generating.
 - d. Taking immediate decisions after seeking advice from the CRC committee and Dean of students.
 - e. In Guild council meetings, when decisions are to be voted for and two sides' draws, his vote counts two votes.
8. The guild president should give annual report of activities to general senate meeting of KP when asked for it.
9. To submit report of all activities done in three months (each term) to Dean of students.

3.3.2 VICE GUILD PRESIDENT AND IN CHARGE OF RELIGIOUS ACTIVITIES

1. The Vice Guild president deputizes and assists the Guild president at the same time represents him/her during his/her absence.

2. He/she is in charge of all academics related issues both full and part time students
3. He/she is legal representative of the union in absence of the Guild president
4. He is responsible of overseeing spiritual activities in the Institutions and helps in plan and development of action plan of praying association in the institutions
5. Effectively perform other activities assigned to him/her by the executive committee or Guild President.

3.3.3 THE SECRETARY, AND IN CHARGE OF GENDER AND PROTOCOL

She /He has the following authority and responsibilities

1. To receive letters addressed to the union
2. To keep all documents and records of the student's union
3. She/he is the secretary of meetings bringing together the Guild council committee with CRC, F.R, and all students in general.
4. In together with the guild president, He/she signs the written reports of those meetings
5. He/she is responsible for student's union office
6. Making a follow- up of execution of duties in every ministry
7. Promoting gender among student union members and in the country.
8. Fighting against gender based violence.
9. Educating student union members on the role of gender in the country development.
- 10.He/she is in charge of inviting and receiving visitors.
- 11.Performs any other duties assigned to him/her by guild council committee.
- 12.He/she is in charge of public relations

3.3.4 FINANCE MINISTER

The Minister of finance has the following duties and responsibilities

1. Responds to student union finance related questions.
2. Follows up the use of student union finances, and together with the guild president, they sign for withdraw of student union money on approval of KP-DAF.

3. Receive, inspects and keeps finance related documents.
4. Receives contributions, donations and other funds of student union and deposits them on the specified account.
5. Prepares student union budget basing on plans of action of each ministry and associations
6. Prepares a financial report of generated incomes and presents it to the guild council, and to the general assembly on term basis.
7. To perform any other duties assigned to him by guild president

3.3.5 MINISTER OF ACADEMIC INFORMATION AND TECHNOLOGY

1. He/she is the spokesperson of the students' union
2. Develop and support all activities aimed at dissemination of information related to education, research , technology .
3. He/she makes a plan of action of information and communication and a follow up of its execution
4. To communicate to members, the daily activities of the student union and be in close contact with the dean and HODs of the faculties .
5. He/she is responsible for all announcements from the guild council committee, KP administrative regarding student union members
6. Checking, accepting or rejecting the publication of announcements from student union members
7. To monitor whether the articles written by students in private newspapers are not against the integrity of student union, KP and the nation.
8. To seek for, aggrandize and strengthen friendship with other student union
9. To perform any other duties assigned to him by guild president

3.3.6 MINISTER IN CHARGE OF SPORTS, CULTURE AND CLUBS

Minister in charge of sports, culture and Clubs has the following duties and responsibilities.

1. Coordination of student union and student union members. He/she receives their applications of clubs seeking to be registered and presents them to the guild council for approval.
2. Makes a plan of action regarding sports, leisure and culture, clubs in student union and a follow up of its execution.

3. To cooperate with KP dean of student office in preparing and organizing sports, and culture in KP.
4. To represent the student union in sports, leisure and culture within and outside Rwanda
5. Promotes culture by supporting all forms of arts and culture in associations and a follow up of its execution
6. Helps student's union members in organizing sports activities within and outside KP.
7. To strive for the pride/reputation of student union at all levels through competition in sports, leisure and culture.
8. Initiate the new clubs and make follow up
9. Performs any other duties assigned to him/her by the guild council committee or Guild president.

3.3.7 MINISTER IN CHARGE OF SOCIAL AFFAIRS, JUSTICE AND SECURITY

The Minister in charge of Social Affairs , justice and security has the following duties and responsibilities;

1. Makes a plan of action regarding health and social welfare and follows up its execution
2. To collaborate with KP staff in solving health and social welfare related problems of student union members
3. To collaborate with KP health staff in preventing epidemic diseases.
4. Monitors the activities of all student union through report presented to him/her by their leaders and settles disputes that may arise amongst them.
5. Receives health and social welfare complaints from the members and presents them to the responsible organ.
6. Monitors the performance of student's restaurant.
7. He/she is a member of the commission in charge of students' hostels
8. To organize how association can help in burying ceremonies of one of its members in case of death
9. To implement health orders regarding the prevention of epidemics
10. Performs any duties assigned to him/her by the guild council committee
11. Ensuring security of the members in all possible ways.

12. To inform the members about security in KP and in the region when necessary.
13. To collaborate with the security team in KP and in the community.
14. To call and ask for explanations from a suspected member for having caused insecurity of having any knowledge about such an incident and make a report.
15. Follows – up the cases of imprisoned members.
16. Perform any other duties assigned to him/her by the guild council committee.

3.3.8 MINISTER IN CHARGE OF PEOPLE WITH DISABILITIES

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

1. Represents students with disabilities.
2. Informs and mobilizes students with disabilities about student union activities.
3. To perform any other duties assigned to him/her by the guild council committee

CHAPTER FOUR : ORGANS IN KP CONFLICT RESOLUTION COMMITTEE (CRC)

4.1 POSITION IN CRC

Mainly in summary CRC it is a Conflict Resolution Committee whereby they have to be voted and delegated by their colleague, this CRC committee heading and controlling all actions of KPSU, Faculty representatives and class representatives and helps into conflict resolution among students. And also CRC Committee are in charge of organizing and arbitrating the election of all committees at student's level:

- Guild council committee
- New CRC committee
- Faculty representatives
- Class representatives in all faculties and in all mode of study.

Furthermore, students who will be wanting to submit their document in below listed position in CRC **will no longer be able or have chance to submit their application documents in KPSU position.**

- 1. CRC President**
- 2. V/C President**
- 3. Secretary**

4.2 DUTIES AND RESPONSIBILITIES OF KP CRC

The CRC committee has the following authority and responsibilities.

1. Executing day to day activities of the committee
2. To execute plans, orders, rules and regulations governing the committee
3. To control/audit all profitable projects of the union
4. Accept, reject or stop activities of the internal students' associations and clubs.
5. Shall implement decisions of the council of KP.
6. Evaluate and demand report to every member of Guild council committee in order to shows his/her monthly report of activities done in his/her ministry and after gives a copy to the Dean of Students.
7. Verify and approve annually action plan of activities of guild council in all ministries and after gives a copy to the Dean of Students and DAF for approval.
8. Preparation, organizing, planning and executing the elections of Guild council and CRC .

4.3 STUDENTS COMMITTEE AT CLASS AND FACULTY LEVELS

I.1. STUDENTS REPRESENTATIVES AT CLASS& FACULTY LEVELS

1. The students' board of representatives comprise of the following members elected by their respective students
 - a. Class Representatives (Principal and assistant)
 - b. Faculty representatives

CHAPTER FIVE : ELECTIONS OF KPSU ORGANS

- ✓ Elections of KPSU will be conducted on one day.
- ✓ The elections will be conducted into main hall of Kp from 7h:30 a.m up to 6:00 a.m
- ✓ All KPSU and CRC Organs shall have a mandate of one academic year which can be renewed once upon their will but they must be revoted.

5.1 THE ELECTIONS OF REPRESENTATIVE AT CLASS LEVEL

1. Elections are held in the 1st term of academic year in first three weeks starting the opening day and a list should be submitted to the dean of Students .
2. The candidates contesting for the posts in the class representatives level should be an active member of the student union.
3. Students in the same class elects their “class representative” and assistant class representative
4. Class representatives and his/her assistant from the same department elect their “faculty representative”.
5. Results of Students’ board of representatives’ elections are communicated through written announcements to all student union members in not later than 48hrs after the elections.

5.2 ELECTIONS OF GUILD COUNCIL

5.2.1 WHO ELECTS THE GUILD COUNCIL COMMITTEE?

- a. The Guild council committee are elected by all registered active students of KP if the total number of all active students is less than one thousands five hundred students ,all students participate in elections ,if the number exceeds one thousands five hundred students, only class representatives of all modes, faculty representatives ,other 5 students representing the class ,representatives of students associations ,clubs will only participate in elections .
- b. Elections are organized and conducted by dean of students’ office in assistance with Former CRC committee.

5.2.2 TO BE ALLOWED TO CONTEST

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

1. For candidate to contest for any post in the student’s union leadership organs he/she should be an active member of the student’s union, a person of integrity
2. All students of KP in different faculties are allowed to submit their applications to be verified except those who are in level 1 and level 5 , but these later are allowed to vote.
3. The candidate who is allowed to submit their applications must at least have good mark of 60% or above of the level finished.

4. Students who are allowed to submit his/her applications for any position in KPSU must at least be able to speak well two languages (English, Kinyarwanda speaking French is an added value).
5. Students who are allowed to submit their documents for any position in KPSU must be a full time student.
6. Every student from different nationality will be having an equal chance and opportunity to submit his/her document
7. In addition to that student who are allowed to be a candidate for any position in KPSU must not have any record related to bad behavior /misconduct and attitude in higher disciplinary committee or condemned for any miss conduct issue and this is a must.

5.2.3 RECEIVING OF CANDIDATURES

1. Applications of those contesting for the posts in the guild council committee are submitted to the arbitration committee (CRC committee) 15 days before the elections.
2. The application letter of the candidate should specify the post being contested for, a CV and pass port photos of the candidate and consent form of at least registered 80 students of which 20 are of each faculty.
3. The arbitration committee makes an evaluation of applications within 2 days after the deadline of submission.
4. After an evaluation of the applications, selected candidates are published on the notice board and KP website and one day is provided for appeal.

5.2 .4 CAMPAIGNS

1. The arbitration committee communicates the names and displays the photos of those allowed to be voted for five (5) days before the elections.
2. From that day the allowed candidates can start campaigning but should not defame each other during their campaigns.
3. Defamation of others or campaigning before it is time, results into termination of one's candidature.
4. Campaigning activities are stopped 24hrs before the elections.

5.2.5 RIGHTS OF A CANDIDATE

1. The arbitration committee informs the association members the day of elections and calls the students to come for elections.
2. A candidate shall send an observer of his/her choice in the voting room ONLY when the candidate writes an official letter to “Arbitration committee specifying the personal address of the Observer (must be a student). but he/she is not allowed to enter in a secrete voting room and no campaigning for his/her candidate.
3. A candidate is not allowed to withdraw his candidature in 12hrs before elections.

5.2.6 HOW ELECTIONS ARE CONDUCTED

1. Before the start of elections in the voting room, the arbitration committee shall give orientation and explanations of the voting procedures.
2. Voting is by secret ballot.
3. The winner is the one with the majority votes.
4. If the candidate is unopposed, he/she must at least have 50% of the total votes
5. In case the two candidates draw at this stage, two more days are given for campaigns and elections are held.

5.3. COUNTING OF VOTES

1. Counting of votes and announcing the winners, is done immediately in front of the voters
2. A vote is counted void or null when:
 - a. the ballot paper is blank.
 - b. voting more than one person on the same post.
 - c. The name written on the ballot paper is not on the list of candidates.
 - d. The ballot paper used is found to be different from those used (issued by arbitration committee).
 - e. Any other thing that may be written on the ballot paper that is not related to the names of the candidates.