CONSTITUTION OF THE JUBILEE INSTITUTE OF HIGHER EDUCATION STUDENT WELFARE COUNCIL (SWC).

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## Content

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0.</td>
<td>Introduction &amp; Preamble</td>
<td>4</td>
</tr>
<tr>
<td>2.0.</td>
<td>Article One: The Student Welfare Council</td>
<td>5</td>
</tr>
<tr>
<td>3.0.</td>
<td>Article Two: The Vision of the SWC</td>
<td>5</td>
</tr>
<tr>
<td>4.0.</td>
<td>Article Three: Aims and Objectives of the SWC</td>
<td>5-6</td>
</tr>
<tr>
<td>5.0.</td>
<td>Article Four: Nature of SWC Activities</td>
<td>6</td>
</tr>
<tr>
<td>6.0.</td>
<td>Article Five: SWC Executives</td>
<td>6 - 8</td>
</tr>
<tr>
<td>7.0.</td>
<td>Article Six: Meetings, Elections, and Voting</td>
<td>8 - 9</td>
</tr>
<tr>
<td>8.0.</td>
<td>Article Seven: SWC Functions and Responsibilities</td>
<td>9 - 10</td>
</tr>
<tr>
<td>9.0.</td>
<td>Article Eight: Finance Administration</td>
<td>10 - 11</td>
</tr>
<tr>
<td>10.</td>
<td>Article Nine: SRC Student Members</td>
<td>11 - 12</td>
</tr>
<tr>
<td>11.</td>
<td>Article Ten: SWC Committee</td>
<td>12</td>
</tr>
<tr>
<td>13.</td>
<td>Article Twelve: SWC Community Participation</td>
<td>13</td>
</tr>
<tr>
<td>15.</td>
<td>Article Fourteen: Partnerships</td>
<td>14 - 15</td>
</tr>
<tr>
<td>16.</td>
<td>Article Fifteen: The SWC Constitution</td>
<td>15</td>
</tr>
</tbody>
</table>
1.0. Introduction

Preamble

This Constitution shall be known as: The Constitution of Jubilee Institute of Higher Education Students’ Welfare Council (SWC), and all its provisions herein shall be applicable to all activities of the SWC within Jubilee Institute of Higher Education.

Interpretation

“Chaplain” means the Chaplains - all Spiritual Plans/ Programs

“Committees” means such other Committees as duly appointed by the Governing Council, Academic Board, and SWC for the purpose of this Constitution.

“Director” means the Director of the Jubilee Institute of Higher Education

“Deputy Directors” mean the Deputy Directors of Administration, Academic and Research and Graduate Studies respectively of the JIHE

“Executives” means the duly appointed officers of the Students’ Services Department of JIHE.

“Head” the Head of Department or Division

“JIHE” means Jubilee Institute of Higher Education

“Secretary” means the Secretary of the SWC

“Students” means, all the registered students of the Jubilee Institute of Higher Education

“Vision” means the Vision of the SWC
2.0. Article One: The Students’ Representative Council

The Students’ Welfare Council shall be known as ‘The Jubilee Institute of Higher Education SRC’ whose acronyms shall read from henceforth as “SWC."

3.0. Article Two: The Vision of the SWC

The Vision of the SWC of JIHE is to:

a) Promote student interests, social welfare and academic excellence among all women and men, of JIHE and in so doing comprehend the existence of Christian values;

b) Assist bring together students of JIHE to promote higher qualities and values in education, develop Christian leadership qualities, social integration and partnership in the community, and finally,

c) Help develop understanding and to build harmony through educational, spiritual and sporting activities for a one nation, one people, with one destiny, name, for a greater Papua New Guinea.

4.0. Article Three: Aims and Objectives of the SWC

Clauses:

The Aims and Objectives of JIHE SWC shall be as follows:

1. To pursue and foster good study and working relationship amongst students within and outside JIHE as may be necessary to attain the objectives of the SWC

2. The SWC shall do all it can to promote the well being of students, including their academic prosperity and social welfare.

3. To encourage fellow students to be successful and competitive region and the world at large.

4. To assist students with training and provide guidance in developing their education as well as social standards in sports, youth or other community based activities.

5. To provide entertainment and fund raising activities through committees as may be appointed to undertake such responsibilities by the SWC.

6. To outsource funds and engage in community service activities that can help boost the SWC image within and outside the Institute.
7. To participate in SWC activities and to assist in the development of a code of ethics based on Christian principles to guide the conduct of all students.

8. To participate in any sanctioned SWC activity that are deemed appropriate and beneficial to the overall objectives of JIHE and its college(s) and the student body as a whole.

9. To promote good rapporteur and relationship with neighbouring communities through community and social activities including organised sports.

10. To assist students adjust to JIHE and their studies whenever necessary.

11. To organise such other activities, as may be deemed appropriate, by the students services for the benefit and general well being of the students, and finally,

12. Seek the support of the institution and ethnic patrons who shall be appointed at the beginning of each year.

5.0. Article Four: Nature of SWC Activities

Clauses;

1. The SWC shall be responsible for organising all student activities aimed at attaining its objectives including Christian, social welfare, education, and general fund raising activities.

2. JIHE shall from time to time liaise with other groups within and outside the institution including superiors to pursue its objectives and aims of achieving maximum benefits for all students.

3. The SWC shall at all times be guided by its Constitution and will not engage in activities that demean the image and good reputation of JIHE and the student body.

6.0. Article Five: SWC Executives

Clauses;

1. The Executives of the SWC shall comprise of:

(a) President

(b) Two Vice Presidents (Female and Male)

(c) Secretary
(d) Treasurer

**Term of Office**

2. The Executives are elected into office by the students each year and shall serve a term of one year only.

3. No same person can be re-elected for the same office, the following year.

4. The SWC Executives must be fit and proper, be responsible, and show good role modelling with JIHE Institution.

5. The post of SWC President would require a person fit and proper attitude and be in third year of study at JIHE to maintain consistency and coherence.

**Sub-Article Five**

(i) **Students' Right of Assembly**

A. Students shall have the right of assembly as stipulated under the UN Charter of Human Rights and the PNG Constitution, to discuss issues of national importance, and, other related issues affecting ordinary citizens, however;

B. Students will not engage in demonstrations or strikes that disrupt the smooth operations of JIHE and must always seek the authorisation of the Authorities of the Institution.

C. Any student engaged or intends to engage in student strikes or demonstrations shall be automatically expelled from JIHE.

D. This is to ensure that students maintain Godly principles as a Church-run institution.

(ii) **Removal or Dismissal from office**

E. Any SWC Executives elected under Clause 5, who is incapable of performing hers/his duties as stipulated in this Constitution shall be removed from office after consulting the Director of JIHE.

F. An executive of the SWC shall be further removed if:
   i. There is a record of inefficiency in not performing hers/his tasks as stated in this Constitution.
ii. A criminal record

iii. A student who had been charged by a court of law for any offence that may be deemed as detrimental to the reputation of the Student Services of JIHE.

iv. A student who had been conducting or engaged in illegal or illicit activities that may put the reputation of the SWC or JIHE into question and/or jeopardy.

v. The student had misused funds belonging to the Student Services and failed to repay or account for the usage of such funds.

vi. The Executive had not been attending SWC Meetings for three consecutive sessions without prior arrangement or had blatantly refused to attend such organised meetings.

vii. The student had been seriously ill and is unable to conduct hers/his official duties for three consecutive months.

G. Any Executive of the SWC shall be removed and dismissed from office if s/he is engaged in serious misconduct that tarnished the reputation of the student body and JIHE as a whole or engaged in activities that disrupt the smooth running of the institution as stipulated in Clause 5 (7).

H. Such dismissal and removal from office must be in writing issued to the person stating precisely the reasons for hers/his removal/dismissal from office.

Appeal Process

1. If the person removed/dismissed feels that hers/his removal/dismissal was unfair, s/he has the constitutional right to appeal against the decision of the Director, and, may, if all avenues sought are unsatisfactory, take the SWC to the Council as the ultimate avenue for judicial hearing.

7.0. Article Six: Meetings, Elections and Voting

Clauses;

1. All SWC Executives shall be elected during the end of each year and shall serve a term of one year only.

2. A two-thirds majority shall elect the SWC Executives

3. Where there is an even vote, the presiding President shall have the casting vote to determine its final outcome.
4. Only registered student members of JIHE shall have voting rights.

5. No unregistered student shall have any right whatsoever to cast hers/his vote during its meeting.

6. JIHE shall call for a meeting each year during which, the SR and Student Welfare Division shall welcome all continuing and new students to JIHE.

7. The Secretary of the SWC shall be tasked with the responsibility of convening a meeting or such other meetings as and when required.

8. During all meetings, the Secretary shall table all reports for the members to discuss and vote to accept reports as official documents of the SWC.

9. The President of the SWC shall be a member on the JIHE Governing Council, for the purposes of upholding the Council of the Institution in prayer.

8.0. Article Seven: SWC Functions and Responsibilities

Clauses;

1. The President shall be tasked with the responsibility of ensuring the overall smooth running of the SWC, and, shall be the mouthpiece in all negotiations and activities that determines the growth, social wellbeing and development of the students.

2. The Vice Presidents are there to assist the President and in hers/his absence, one of them shall preside and oversee the functions of the President. Any one of them shall be appointed by the President to act as the President of the SWC.

3. The two Vice Presidents (female/male) are members of the Executive Team, and, shall assist the President in the daily running of the SWC. The President shall exercise hers/ his powers under this Constitution to delegate functions/ tasks to any Vice President as s/he deems appropriate and necessary.

4. The Head of Student Welfare Division, Counsellor, and Heads of Departments shall be called upon from time to time to assist the SWC Executives as and when required.

5. In the absence of the Head of Student Welfare Division, hers/his delegate shall automatically assume responsibility and s/he shall be informed a week in advance, of the reasons, for the absence of the Head of Student Welfare Division from office.
6. If, for some unknown reason, beyond comprehension, other than medical reason(s), the Director of Student Welfare is unable to perform hers/ his duties as prescribed in this Constitution, then, the Chaplain or Counsellor shall be asked by the Head of the Student Welfare Department to assume the responsibilities of the HOD for an indefinite period until the return of the HOD or a new appointment of a HOD for Student Welfare Division.

7. The SWC Secretary is tasked with the responsibility of coordinating all meetings, and to compile the Minutes or meetings. Copies of all SWC Meeting Minutes must also be given to the HOD, Student Welfare Division and to keep all records for future reference.

8. The SWC executives are tasked with some matters of the Student Services and Student s’ affairs, including, proper documentation, safe keeping of all records of the Student Services, entertainment, sporting activities and other activities as determined from time to time.

9. The Students’ Welfare, SWC, in association with the Student Welfare Head are also responsible for all student services matters arising from concerns raised by students.

9.0. Article Eight: Finance and Administration

Clauses;

1. All financial matters of the SWC are vested in the hands of the Secretary/ Treasurer, and the Head of Student Welfare Division.

2. The Head of Student Welfare Division shall from time to time, in consultation with the Director or Deputy Directors (Administration/Academic), discuss the financial status of the SWC if there is any.

3. There shall be a separate account for the SWC from the main JIHE’s operating account, however, the Head of Student Welfare shall be a signatory to the SWC operating account for the purpose of accountability and transparency and good management.

4. No member of JIHE shall accept monies from parents or donor agencies for and on behalf of the SWC, except, the Head of Student Welfare. Such receipt of funds must be properly documented and copies given to the SWC Secretary/ Treasurer and copies given to the Bursar of JIHE.
5. The SWC will be tasked with the responsibility to liaise with other institutions of higher learning on matters or inter library borrowing, sports, etc, as deemed necessary from time to time.

6. All SWC records and official matters must be properly documented and such other matters must be kept for the convenience of transparency and reference.

7. Any SWC Executive who engages in activities that bring about disrespect for the office s/he holds must be referred to Head of Student Welfare and Deputy Directors (Administrative/ Academic) for discourse before appropriate action is taken.

8. The Director of JIHE shall be informed of any SWC member who misconducts herself/himself while being in office, so, the matter may be dealt with through understanding.

9. The SWC President shall at all times remain transparent and accountable to the student members and undertake hers/his responsibilities in 'good faith.'

10. The SWC, may, if it deems necessary, to liaise with other institutions of higher learning, and, participate in discussions to address matters of national interest.

11. The SWC shall pursue issues that concern its student population and take it up with JIHE Authorities, JIHE Council or failing that, the Department of Higher Education, if such issue requires government intervention.

12. The Student Welfare and its staff shall do all they can to set up an SWC Office administration and create a website for the convenience of coordination, liaison, and, administration for all students.

10. Article Nine: SWC Student Members

Clauses;

1. Membership of the SWC is open to all JIHE students regardless of their colour, race, or creed. Any non-citizen who is a student shall join on hers/his volition.

2. Students will be cross-checked with the Office of the Registrar and their academic transcripts examined in consultation with the National Department of Education.

3. The Student Welfare Officer will convene meetings with SWC Executives from time to time on matters of relevance to both parties.
4. The SWC will also keep a proper registry of all students on campus and furthermore:

5. Keep a proper registry of all assets of the SWC and ensure that copies of such records are furnished to the Head of Student Welfare Division.

11.0. Article Ten: SWC Committees

Clauses:

1. The SWC shall reserve the right to form committees as and when necessary to pursue the objectives and aims of the SWC and Student Welfare. Such committees shall include:
   - Social Committee
   - Community Liaison Committee
   - Sporting Development Committee
   - Spiritual Development Committee
   - Disciplinary Committee

2. It is the responsibility of the SWC in consultation with the Head of Student Welfare to spell out clearly the functions and responsibilities of such committees, and, to ensure that its members are informed of their duties.

3. The Social Committee shall be responsible for all Christian entertainment activities with the approval of the Head of Student Welfare Division.

4. The Community Liaison Committee shall be responsible for any community activity that the students may participate to promote the good name of Student Services of Jubilee Institute of Higher Education.

5. The Sporting Development Committee shall be responsible for any sporting development matters such as training of younger players, seminars/conferences or such other forums that may enhance the learning of the students.

6. The SWC, shall, in consultation with the Head of Student Welfare, develop a Code of Ethics to assist guide all students within JIHE premises.

12.0. Article Eleven: Social Welfare of Students

Clauses:
1. The Student Services Division and the SWC shall at all times ensure that its student members are protected from threats, abuses, not denied access to further training and development, scholarships and such other avenues that assist enrich the knowledge whilst remaining as a student of Jubilee Institute of Higher Education.

2. Where absolutely necessary, the JIHE or the SWC may step in to assist financially or morally its student member(s), who is/are in an aggrieved state due to:
   - Medical reasons
   - Death in the family
   - Personal injury or such other need as deemed essential that requires the support of the association.
   - All cases must be supported by genuine documents as evidence before the association is committed to assisting.
   - Any false declaration of supporting documents shall be deemed as fraud and the person(s) shall be referred to JIHE's Disciplinary Committee or the police, whichever is appropriate.

13.0. Article Twelve: SWC Community Participation

   Clauses:

1. All student members of the JIHE shall assist where necessary to promote the objectives and aims of the SWC.

2. Where necessary, the Head of Student Welfare or hers/his delegate shall assign tasks to be executed by any member of the SWC to promote or advance the objectives of JIHE.

3. All student members of the SWC are urged to participate in activities that benefit the students and JIHE.

4. All student members are urged to work together in partnership with stakeholders, interested parties, and community leaders to assist advance - education, spiritual and sporting activities through the SWC.


   Clauses:
1. The SWC shall not be held responsible for any commitments that are done by any of its student members without the proper consent of the Head or Staff of the Student Welfare Division.

2. The SWC shall not be responsible for any bad debts or illicit activities of its student members.

3. The SWC as a legal body has the right to seek the support of either the Deputy Director - Administration or Academic, the Director, or the Council of JIHE to promote its aims and objectives.

4. The SWC shall not be responsible for any legal obligations or liabilities that any student member has incurred.

5. The SWC and Student Services of JIHE shall refer any disciplinary matter to the Disciplinary Committee which comprises of: the Head of Student Welfare Division, Chaplain/ Counsellor, Heads of Academic Departments, Sub-Wardens, SWC President, and a magistrate.

6. Where disputes occur within the SWC, the Student Welfare Division shall do all it can to resolve differences within the group, team and/or if, all avenues fail, seek the assistance of the officials of JIHE to resolve the dispute/ conflict.

15.0. Article Fourteen: Partnership
Clauses:

1. The SWC shall work in partnership with JIHE, other tertiary institutions, and the business houses to pursue the aims and objectives of the organisation.

2. The SWC shall at all times, work closely with JIHE Jubilee College to develop a Code of Ethics and train young students to take on new challenges, both in administration and advancement of their talents and skills.

3. A copy of this Constitution shall be given to the Deputy Director - Administration, Deputy Directory - Academic, Deputy Director - Research, and the Head of Jubilee College.

4. This Constitution remains the property of SWC of JIHE, and shall not be copied or circulated to unauthorised persons without the consent of the Student Services Division of JIHE itself.
16.0. Article Fifteen: The SWC Constitution

*Clauses:*

1. This Constitution is the official document of the Student Representative Council of JIHE, and, it shall be a guide at all times.

2. The Constitution shall be reviewed every three years to accommodate changes and rules that may affect the operation and activities of the SWC.

3. The student members of the SWC shall be informed accordingly of any changes to this Constitution.

4. Any changes to the Constitution must be approved by a two-thirds majority of the members present in the meeting.

5. Any decision reached during an annual general meeting prior to the elections of the SWC Executives are deemed as final and carry the full authority of this Constitution.
To God be the Glory, Great Things He hath Done